CHC Office of Institutional Effectiveness, Research and Planning Research Calendar

	Due	Due Month (Academic Year)													
Task	Date	June	July	August	September	October	November	December	January	February	March	April	Ma		
ACCJC Annual Report	30-Mar	-													
Databases															
Update MIS Data base															
Update Accuplacer Assessment Data (and on as needed basis)															
Update National Student Clearinghouse (NSC) Transfer Data															
Update Grades Data used for Strategic Plan and PPR															
Enrollment Management															
Open Classes Student PDFs (Update when Registration for Each Term Starts)															
(Location of Files: \\csb-web-02\Informer_Reports_CHC\)															
All TERM YEAR Open Sections (2018SPOpenClasses.pdf)						SP						SM/FA			
TERM YEAR Short Term Sections (2018SPShortTerm2.pdf)						SP						SM/FA			
TERM YEAR Online Sections (2018SPOnlineClasses.pdf)						SP						SM/FA			
TERM YEAR Evening Sections (2018SPOpen_Evening.pdf)						SP						SM/FA			
TERM YEAR Weekend Sections (2018SPOpen_Weekend.pdf)						SP						SM/FA			
TERM YEAR Late Start Start 2 Weeks After Start of Term (2018SPLateStart.pdf)						SP						SM/FA			
TERM YEAR Late Start Start Last 9 Weeks of Start of Term (2018SP9Week.pdf)						SP						SM/FA			
Office of Instruction Informer Reports (Two Weeks Prior To Start of Term)															
(Use prior email to generate message content and links for each report)															
Section Wait List Count															
Active Section Enrollment (Sections with Less than 12 students)															
Each Monday send out email with section recommendations															
Tutoring Center Positive Attendance (End of Each Term)															
Out-of-State Online Enrollments for A&R (Automatically generates on Monday's						SP						SM/FA			
 Use email to generate message content and links for report) 															
Generate Cross-Listed Section Report for Counselors at start of registration						SP						SM/FA			
Generate Enrollment Fact Sheets (After Census)															
Ensure that Perkin's Survey is being administered each term						SP						SM/FA			
Update the Poverty Threshold Income Categories to Update Perkin's Survey															

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IPEDS Image: Content of the second state state second state of the second state second state of the									· · · · · ·	May
Fall Collection: Institutional Characterisics, Competitions, & 12-month enrollment20-OctIIPEDS: Winter Collection: HR, Financial Aid26-JanIIPEDS: Spring Collection: Graduation Rates and 200% Graduation Rates11-AprIGainful Employment (GE)IIIGE Annual Data available on Data on Demand for Reporting (Check Data)27-SepIAnnual Data Submission Reporting (SBCCD DCS)1-OctIIGe Disclosure Information - On-time Completion and Job Rates1-OctIIGrantsIIIIIGenerate data for Title 5 eligibility to be designated as an HSIIIIIUSDE Annual Performance ReportIIIIIState Annual Performance ReportIIIIIPresent results to the SBCCD Governing BoardIIIIISubmit IEPI targets to CCCCO after reviewing with Crafton CouncilIIIIISubmit IEPI scorecard Targets with Crafton CouncilIIIIISubmit IEPI Scorecard Student Performance Results and Targets to CommitteesIIIISubmit IEPI Scorecard Student Performance Results and Targets to CommitteesIIIISubmit IEPI Scorecard Targets with Crafton CouncilIIIIISubmit IEPI Scorecard Student Performance Results and Targets to CommitteesIIISubmit IEPI Scorecard Student Performance Results and										
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Distribute Educational Master Plan Scorecard Targets to Committees										
Distribute aligned CMP objectives with IEPI and EMP Scorecards to Committees										
Collect Progress Made on Objectives from Committees to achieve IEPI and EMP Scorecard Targets										
Administer Committee Self Evaluations Spring										
Distribute Did you Know? Newsletter (First of the month.)										

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	Due Month (Academic Year)												
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Outcomes Assessment													
Ensure that ILO/GEO results are being reviewed at start of every year													
Review ILO/GEO results each year at Flex and develop action plans													
Work with IEAOC to prioritize and implement ILO/GEO Action Plans													
Planning													
Strategic Master Plan													
Update the Crafton Hills College Educational Master Plan Scorecard Data													
Review Mission, Vision, and Values Every Year													
Review EMP Objectives, Prioritize and Make Recommendation to Crafton Council													
Planning and Program Review / Annual Review													
Update all data and dashboards													
Support requests for additional information													
PPR Process Evaluation Survey													
Update/Revise PPR Web Tool													
Create Plan Type: CHC Instructional Program Review													
Create Plan Type: CHC Instructional Annual Plan													
Create Plan Type: CHC Administrative Services Program						ſ							
Create Plan Type: CHC Adminstrative Services Annual Plan													
Create Plan Type: CHC Student Services Program													
Create Plan Type: CHC Student Services Annual Plan													
Create Plan Type: CHC Roll Up Plan													
Campus Climate Surveys													
Employee (Every even numbered year.)	Fall												
Student (Every even numbered year)	Spring												
CCSSE (Odd numbered years)	Spring												
Student Success / Matriculation													
Update the Student Equity data analysis report													
Contact information for fall first-time students with no SEP (see RRN 1787)													
Contact information for spring first-time students with no SEP (see RRN 1788)													