

**CHC Office of Institutional Effectiveness, Research and Planning**  
**Research Calendar**

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

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| <b>Federally Mandated Reporting</b>   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>IPEDS</b>  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Fall Collection: Institutional Characteristics, Competitions, & 12-month enrollment           | 20-Oct   |                       |      |        |           |         |          |          |         |          |       |       |     |
| IPEDS: Winter Collection: HR, Financial Aid   | 26-Jan   |                       |      |        |           |         |          |          |         |          |       |       |     |
| IPEDS: Spring Collection: Graduation Rates and 200% Graduation Rates                          | 11-Apr   |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Gainful Employment (GE)</b>  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| GE Annual Data available on Data on Demand for Reporting (Check Data)                         | 27-Sep   |                       |      |        |           |         |          |          |         |          |       |       |     |
| Annual Data Submission Reporting (SBCCD DCS)  | 1-Oct    |                       |      |        |           |         |          |          |         |          |       |       |     |
| GE Disclosure Information - On-time Completion and Job Rates                                  | 1-Oct    |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Grants</b>   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Generate data for Title 5 eligibility to be designated as an HSI                              |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| USDE Annual Performance Report  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| State Annual Performance Report   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>IEPI CCCCC Student Scorecard</b>   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Review data and resubmit if necessary   | 15-Mar   |                       |      |        |           |         |          |          |         |          |       |       |     |
| Present results to the SBCCD Governing Board  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <a href="#">Send minutes of Governing Board Presentation to CCCCC</a>                         | 15-Mar   |                       |      |        |           |         |          |          |         |          |       |       |     |
| Submit IEPI targets to CCCCC after reviewing with Crafton Council                             |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Institutional Effectiveness</b>  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Review Results of Committee Self-Evaluations with Crafton Council                             |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Submit presentation proposals for Flex Days   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Review EMP Scorecard Targets with Crafton Council   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Distribute IEPI Scorecard Student Performance Results and Targets to Committees               |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| 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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| <b>Outcomes Assessment</b>  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| 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              |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Planning</b>   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Strategic Master Plan</b>  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| 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  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Planning and Program Review / Annual Review</b>                            |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| 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                         |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Create Plan Type: CHC Administrative 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  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Campus Climate Surveys</b>   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| Employee (Every even numbered year.)  | Fall     |                       |      |        |           |         |          |          |         |          |       |       |     |
| Student (Every even numbered year)  | Spring   |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>CCSSE (Odd numbered years)</b>   | Spring   |                       |      |        |           |         |          |          |         |          |       |       |     |
| <b>Student Success / Matriculation</b>  |          |                       |      |        |           |         |          |          |         |          |       |       |     |
| 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) |          |                       |      |        |           |         |          |          |         |          |       |       |     |
|   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
|   |          |                       |      |        |           |         |          |          |         |          |       |       |     |
|   |          |                       |      |        |           |         |          |          |         |          |       |       |     |