

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													
ARCC/AB1417														
Conduct ARCC Self-Assessment Research														
Present to the SBCCD Governing Board														
Review data and resubmit if necessary	1-Dec													
Send minutes to CO of Governing Board Presentation	15-Mar													
Databases														
Update MIS Data														
Update Accuplacer Assessment Data (and on as needed basis)														
Update National Student Clearinghouse (NSC) Transfer Data														
Update Grades Data used for EMP and PPR														
Enrollment Fact Sheets (After Census)														
Grants														
Title V Annual Performance Reports														
Title V Eligibility Application														
STEM Performance Reports														
Perkin's (VTEA)														
Perkin's (VTEA) Survey in all SAM B, C, or D courses (Send out on Census)														
Support review of Core Indicator data and check for corrections														
Support collection and reporting of additional data and outcomes														
Federally Mandated Reporting														
IPEDS														
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													
Gainful Employment (GE)														
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													

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Matriculation															
Update student placement results report		█													
Make Changes to Placement Rules/Background Measures if Needed						█						█			
Pre-requisite validation studies: courses and programs		█	█												
Research to inform the Student Success and Support Program Report		█	█												
Student Equity data analysis report		█	█												
Planning															
Educational Master Plan															
Update the Program Highlights		█	█	█	█	█									
Update the QEIs		NSC, CO First File, & Colleague										█	█		
Review Mission, Vision, and Values Every Year						█	█	█	█						
Planning and Program Review / Annual Review															
Update all data		█	█	█											
Support requests for additional information					█	█	█	█	█	█	█				
PPR Process Evaluation Survey													█	█	
Update/Revise PPR Web Tool													█	█	
Campus Climate Surveys															
Employee (Every even numbered year.)	Fall				█	█									
Student (Every even numbered year)	Spring										█	█	█		
CCSSE (Odd numbered years)	Spring										█	█	█		
Committee Self Evaluations	Spring										█	█	█		
Did you Know? (First of the month.)					█	█	█	█	█	█	█	█	█	█	
ORP Web Page - Updated on ongoing basis		█	█	█	█	█	█	█	█	█	█	█	█	█	
Outcomes Assessment															
ILO Assessment Reports		█	█												
Program Assessment Reports		█	█												
Course Assessments		█	█												