

Victoria College				
Institutional Planning Calendar for the Office of Institutional Effectiveness, Research and Assessment				
What	Due Date	Who	With	Description
September				
TACC enrollment surveys	September	I.E.R.A. Director	President	(preliminary and official enrollment)
TALL Contact Information Report	First week of Sept.	I.E.R.A.	Director, Workforce & Continuing Education	
Fall Preliminary Headcount	Early Sept.	I.E.R.A. Director	THECB	
Entering Student Survey	After 12th class day of fall semesters (every odd year)	I.E.R.A.	VP of Instruction	Information collected from entering students.
Inside Numbers Report	October	I.E.R.A. Research Technician; Research Analyst	Registrar	Summary enrollment report for fall semester.
Board (BOT) Report	A few days before 1st board meeting in September	I.E.R & A Research Analyst I, Director	VP of Instruction	Head Count, Contact Hours, Instruction Type, Dual Credit
Review of Mission	Beginning of each strategic planning cycle	Strategic Planning Teams, VCBOT	President	
Institutional Utilization Class Size Report	1st official day and census date	I.E.R.A. Research Analyst, Director	VP of Instruction	

Begin Review of Previous Strategic Plan and/or Begin Work on New 3 Year Plan		Strategic Planning Group - President	Director I.E.R.A.	
Unit Plans- Completed Plan for Previous Academic Year Due	30-Sep	All Units, Research Technician, Director	Director I.E.R.A.	Unit plan with results data, analysis, and description of how the results are being used.
Submit all program changes/ revisions for Spring Semester to THECB	1-Sep	C&I Specialist	Deans - CIC	All changes to programs for Spring semester need to be submitted to THECB.
Update Fact Book, website	1-Oct	I.E.R.A. Research Technician, Analyst 1	Director I.E.R.A. -	
First of Term Clearinghouse report	After 12th class day of fall semesters.	I.E.R.A. Research Analyst 1, Director	Registrar	
IPEDS Institutional Characteristics, Completion, and 12 Month Enrollment	Opens September 5 and closes October 17	I.E.R.A. Research Technician, Director	Registrar and Business Office	
Phi Theta Kappa Eligible Students	After Official Class Day	I.E.R.A. Research Analyst 1, Technician, Director	PTK Faculty Sponsor	
CBM001	DUE- October 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Annual student level enrollment data
CBM004	DUE- October 15	I.E.R.A. Director	Registrar Office	Class Report

			Assistant Registrar	
CBM009	DUE- October 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Annual previous years graduates
CBM00M	DUE- October 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Marketable Skills Achievement Report
CBM00S	DUE- October 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Student Schedule Report
CBM0E1	DUE- October 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Student End of Semester Report
CBM002	DUE- October 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Texas Success Initiative Report
CBM00S	DUE- October 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Student Schedule Report
CBM0E1	DUE- October 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Student End of Semester Report
Process Technology Student Breakdown	When Process Technology Advisory Board Meets	I.E.R.A. Research Analyst I, Director		
Summer DE listing	September	I.E.R.A. Research Analyst, Research Technician	Pre-College Programs	DE Listing w/course name and number, instructional method, high school name, and the number of credit hours
Clearinghouse Report For Fall	First week of Sept.	I.E.R.A. Research Analyst	Registrar Office Assistant Registrar	
Enrollment Numbers for ASCAP License Renewal	Mid Sept	I.E.R.A.		

Remark Survey Data	Mid October	I.E.R.A	CE and Workforce	
October				
Gainful Employment	1-Oct	I.E.R & A Research Technician; Research Analyst I	Financial Aid, Marketing, Admissions, CTE Deans	Graduates within 100%
Implementation of Unit Plans for Current Academic Year	1-Sep	All Units	Director of I.E.R.A.; VPs	
Data for Program Management Plans (PMP); Curriculum Reviews Made Available	1-Oct	I.E.R & A Research Technician; Research Analyst I		Three year data cycle of semester and academic year trends.
End of Year Report	15-Oct	I.E.R & A	Director I.E.R.A.	Annual summary and analysis of performance data and significant activities for prior year, plus plans and expectations for coming year.
Enrollment Breakdown for Victoria College Centers	October	I.E.R.A. Research Analyst 1, Director		
Subsequent of Term Clearinghouse Report	Mid to End October	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
Update the Fact Book	Mid to End October	I.E.R & A Research Technician;	Director I.E.R.A.	Update the Fact Book to reflect the most recent year's data.

		Research Analyst I		
CB116	Mid to End November	I.E.R.A. Director	Deans and Coordinators	Update Graduate Information that the Coordinating Board was not able to locate
CBM00N	DUE- November 1 (Certified by)	I.E.R.A. Director		Student Number Change Report
CBM011	DUE- November 1 (Certified by)	I.E.R.A. Director		Facilities Room Inventory Report
CBM014	DUE- November 1 (Certified by)	I.E.R.A. Director		Facilities Building Inventory Report
Data for Fiscal Audit	October	I.E.R.A. Research Analyst 1, Director	Business Office	Data for Fiscal Year Audit
TACC Local Revenue Survey	Early Nov.	VP-Admin. Services	President, TACC	
SEAL Academy Candidate Requests	As requested	I.E.R.A. Research Technician; Research Analyst I		
Management Report	Early November	I.E.R.A. Research Analyst I	Director of Finance	
Rider 23 for LBB	Early November	I.E.R.A. Research Analyst I		
November				
Student Opinion Survey or Noel-Levitz Student Satisfaction	November 1-15 (prior to Thanksgiving break)	I.E.R.A.	VP of Instruction	Survey administered to students in their second or third semester in selected courses to

Inventory (SSI) or SENSE				gather data on their experiences at VC.
Strategic Plan Fall Report	November	I.E.R.A.	Director, I.E.R.A	
VP Review of unit plans	Ongoing	All VPs	Director, I.E.R.A.	
Formal Hearings of PMP's; Curriculum Reviews	Fall or spring	Institutional Assessment Team; CIC		
Subsequent of Term Clearinghouse Report	Mid to End November	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
Program Management Plan (PMP) Due to Director of IERA; Curriculum Reviews completed	Fall or Spring-Date to be determined annually	Directors/ Deans		
CBM00C	DUE- December 15	I.E.R.A. Director	I.E.R.A.	Continuing Education Class Report
CBM00A	DUE- December 15	I.E.R.A. Director	I.E.R.A.	Continuing Education Student Report
Demographic and Economic Statistic Audit Report	November	I.E.R.A.	Comptroller	Top 10 Employers, Unemployment Rates, Population, Demographics
TPEG Transfer Information	November	I.E.R.A. Research Analyst 1, Director	Comptroller	
Course Fees and Contact Hours by Budget Report	Early December	I.E.R.A. Research Analyst 1, Director	VP-Admin. Services	

Annual College Board Survey of Colleges	Mid December	I.E.R.A. Research Analyst 1		
December				
Graduate Follow-up Surveys	December	I.E.R.A. Research Technician, Director		Survey to Fall and Spring AH and CT Graduates
VP Begins Operational Summary Report	December-February	VPI	I.E.R.A.	Align Unit Plan with Budget
IPEDS Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures	Opens December 9 and Closes February 10	I.E.R.A. Research Technician, Director	Financial Aid	
IPEDS Fall Enrollment; Finance; Human Resources; Academic Libraries	Opens December 5 and Closes April 6	I.E.R.A. Research Technician, Director	Registrar, Comptroller and Human Resources	
Subsequent of Term Clearinghouse Report	Last day of class	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
Enforced Withdrawal Listing with Students Addresses	Last day of class	I.E.R.A. Research Analyst 1, Director	Registrar	
Hazelwood	Due: January 31	I.E.R.A.	Registrar Office	
Accountability Report	Due Mid-January	I.E.R.A. Director	THECB	
	Mid-December			

January				
TACC enrollment surveys (preliminary and official enrollment)	September	I.E.R.A. Director	President	TACC enrollment surveys (preliminary and official enrollment)
Fall Preliminary Headcount	Early Jan.	I.E.R.A. Director	THECB	Fall Preliminary Headcount
Institutional Utilization Class Size Report	1 st official day and census date	I.E.R & A Research Analyst, Director	VP of Instruction	
Second Request for Graduate Follow-Up	Mid-January	I.E.R.A. Research Technician		
Employer Follow-Up	Mid-January	I.E.R.A. Research Technician		
Results from Student Opinion Survey or Noel-Levitz Student Satisfaction Inventory (SSI)	January	I.E.R.A., Director		Results from the survey distributed on campus.
Begin Work on Unit Plans for the Coming Academic Year	28-Feb	All Units	Director of I.E.R.A - Appropriate VP	Due to appropriate VP when budgets are due.
Monitor Current Years Plan	28-Feb	All Units	Director of I.E.R.A - Appropriate VP	Provide mid-year update on progress toward expected outcomes.
Facilities Master Plan Progress Report	January Board Meeting	Master Plan Team	Director of I.E.R.A	Update on status of facilities master plan activities.
Develop and Distribute Semester Tenure/Evaluation Schedule to Deans	Faculty Return Date	C&I Specialist	Deans	List of faculty due for evaluations in upcoming semester.

Ensure Online Syllabi and Vita Availability	Completed by end of first week of classes	C&I Specialist	Deans	All syllabi and vita posted according to regulatory guidelines.
Submit Catalog Changes	January 2-March 2	C&I Specialist	Deans, Directors, & Administrators	Any changes due to programs/courses need updated in catalog.
Clearinghouse Graduation Report	Mid-January	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
Fall Grade Reports including the Faculty Grade Distribution Report	When Requested	I.E.R.A. Research Technician, Director	MYEDU	
CBM001	DUE-February 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Student Report
CBM004	DUE-February 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Class Report
CBM002	DUE-February 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Texas Access Imitative Report
CBM008	DUE-February 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Faculty Report
CBM00S	DUE-February 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Student Schedule Report
CBM0E1	DUE-February 1	I.E.R.A. Director	Registrar Office Assistant Registrar	Student End of Semester Report
CBM00A	DUE-March 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Continuing Education Student Report
CBM00C	DUE-March 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Continuing Education Class Report

Graduates Listing for Advocate	January	I.E.R.A. Research Analyst 1, Director	Marketing	
Dean's List for Advocate and VP of Instruction	January	I.E.R.A. Research Analyst 1, Director	Marketing and VP of Instruction	
AP Credit Survey	Mid-January	I.E.R.A. Director	THECB	
February				
Degrees Awarded Report	Early June	I.E.R.A. Director	THECB	
Inside Numbers Report	February	I.E.R.A. Research Technician; Research Analyst	Registrar	Summary enrollment numbers for spring.
Unit plan to be submitted with budget	February	All Units	Director of I.E.R.A. - Appropriate VP	This submission includes updates for the current years' expected outcomes.
Reviews of PMPs; Curriculum Reviews completed	Dates to be determined annually	Institutional Assessment committee and CIC		
CCSSE administered (every odd year)	1-Mar	I.E.R.A.	VP of Instruction	
Listing of Students who paid Liability Insurance	February	I.E.R.A. Research Technician	Accounts Receivable	
First of Term Clearinghouse Report	Mid-February	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
Faculty and Staff Survey	Mid-February	I.E.R.A.	I.E.R.A.	

		Research Technician, Director		
Enrollment Numbers for Budget	Mid-February	I.E.R.A. Research Analyst 1, Director	V.P of Finance	
Spring PTK Eligible List	February	I.E.R.A. Research Technician	PTK Director	
THECB Almanac Data Review	Early March	I.E.R.A. Research Analyst 1, Director	THECB	
March				
Summer Graduate Follow-Up Surveys	Mid-March	I.E.R.A. Research Technician		
Great Colleges Survey		I.E.R.A. Director	President	Administered online by ModernThink (Chronicle of Higher Education)
Key Performance Indicators (KPI) Spring Report	March	I.E.R.A.	Director of I.E.R.A.	
Modifications to PMP's (if necessary) Completed by Programs	Date to be determined annually	All Units	Director of I.E.R.A.	
Board Enrollment Report (BOT)	Early March	I.E.R.A	VP of Instruction	
Ensure All Catalog Revisions Are Submitted	2-Mar	C&I Specialist	Deans, Directors, & Administrators	All program and courses changes for upcoming year are in catalog correctly.
Review Catalog	March 26- April 20	C&I Specialist	Deans, Directors, & Administrators	Ensure catalog is ready for publication.

Preliminary Budget Development	15-Mar	Vice Presidents	Director of Finance	
Electronics/Instrumentation Demographics for Advisory Meeting	Mid-March	I.E.R.A. Research Technician	ELEC/Inst Coordinator	
Legislative Budget Board Report	Mid-March	I.E.R.A. Research Technician, Director	VP of Administrative Services	
Dean, Department Chairs and Coordinator Evaluations/ Survey	Mid-March	I.E.R.A. Research Technician	Administrative Assistant to VP Instruction	
Subsequent of Term Clearinghouse Report	After Midterm	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
April				
Licensure Report	Mid-April	I.E.R.A. Director	THECB	
Second Request for Graduate Follow-Up	Mid-April	I.E.R.A. Research Technician, Director		
Subsequent of Term Clearinghouse Report	Mid-April	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
Employer Follow-Up Surveys	Mid-April	I.E.R.A. Research Technician, Director		
Operational Summary Report	1-Apr	VPS	Director of I.E.R.A.	

Comprehensive Summary Report on PMP's Completed and Sent to the Vice Presidents and Administrative Council	Date to be determined annually			Comprehensive summary report of programs reviewed for year.
Submit All Program Changes and Revisions for Fall Semester to THECB	1-Apr	C&I Specialist	Deans - CIC	All program and course changes need submitted to ensure activation for fall.
Final Review of Catalog	April 30- May 18	C&I Specialist	Deans, Directors, & Administrators	Ensure catalog is ready for publication.
Recommendations for Tuition and Fees	Prior to May Board Meeting	VP of Administration - President		
LVN Text Book Evaluation Survey	April	I.E.R.A. Research Technician, Director	VN Coordinator	
May				
Spring Grade Reports including the Faculty Grade Distribution Report	End of May	I.E.R.A. Research Analyst 1, Director	Vice President of Instruction	Grade breakdown to Deans and VP of Instruction.
Strategic Plan Progress Report	May Board Meeting	Strategic Planning Team Chairs; Director, I.E.R.A.	Director of I.E.R.A.	Report of progress to date and future plans for each strategic action item.
Preliminary Budget	May Board Meeting	President	VP of Administrative Services	

Submitted to the Board				
Program Personnel Resource Survey for Respiratory Care	May Board Meeting	I.E.R.A. Research Technician, Director	Respiratory Care Coordinator	
Hazelwood	DUE-June 30	I.E.R.A. Director	Registrar; Assistant Registrar	
CBM002	DUE- June 15	I.E.R.A. Director	Registrar; Assistant Registrar	Texas Success Initiative Report
CBM008	DUE- June 15	I.E.R.A. Director	Registrar; Assistant Registrar	Faculty Report
CBM00S	DUE- June 15	I.E.R.A. Director	Registrar; Assistant Registrar	Student Schedule Report
CBM0E1	DUE- June 15	I.E.R.A. Director	Registrar; Assistant Registrar	Student End of Semester Report
CBM00A	DUE- June 15	I.E.R.A. Director	Registrar; Assistant Registrar	Continuing Education Student Report
CBM00C	DUE- June 15	I.E.R.A. Director	Registrar; Assistant Registrar	Continuing Education Class Report
Subsequent of Term Clearinghouse Report	End of May	I.E.R.A. Research Analyst 1, Director	Registrar Assistant Registrar	
Enforced Withdrawal Listing with Students Addresses	Mid-May	I.E.R.A. Research Analyst	Registrar	
June				

Institutional Utilization Class Size Report	1st official day and census date	I.E.R.A. Research Analyst, Director	VP of Instruction	
College Board-Community College Survey	June	I.E.R.A. Research Technician, Director	Director, I.E.R.A.	
Degrees Awarded Report	Early June	I.E.R.A. Director	THECB	
Development Education Report	June	I.E.R.A., Research Analyst I; Director		Progression of development students from fall to spring.
Graduate and subsequent Employer Follow-up Surveys (Fall ADN)	June	I.E.R.A. Research Technician, Director		
Subsequent of Term Clearinghouse Report	End of May	I.E.R.A. Research Analyst 1, Director	Registrar Assistant Registrar	
Clearinghouse Graduation Report	First of June	I.E.R.A. Research Analyst 1, Director	Registrar; Assistant Registrar	
Dean's List for Advocate and VP of Instruction	June	I.E.R.A. Research Analyst 1, Director	Marketing and VP of Instruction	
CBM001	DUE- July 1	I.E.R.A. Director		Student Report
CBM004	DUE- July 1	I.E.R.A. Director		Class Report
Texas Grant and TEOG Report Due	June	I.E.R.A. Research Analyst 1, Director	Financial Aid	
Graduate Listing for Advocate	June	I.E.R.A.	Marketing	

		Research Analyst 1, Director		
July				
Executive Summary Board Report	BOT budget workshop	President	VPs; Director-I.E.R.A.	
Update Planning Calendar	July	I.E.R.A.	Registrar, I.E.R.A.	Additions and changes for the coming year.
Develop Tax Rate Recommendations	August Board Meetings	President	VP of Administrative Services	
Spring Grade Report	When Requested	I.E.R.A. Research Analyst 1, Director		
Listing of Students who paid Liability Insurance	July	I.E.R.A. Research Technician, Director	Accounts Receivable	
CBM001	DUE- August 15	I.E.R.A. Director	Registrar, Assistant Registrar	Student Report
CBM004	DUE- August 15	I.E.R.A. Director	Registrar Assistant Registrar	Class Report
Second Request for Graduate Follow-Up	July	I.E.R.A. Research Technician, Director		
August				
Final Budget	August Board Meetings	President	VP of Administrative Services	Adopt official budget for coming fiscal year.
Summer Grade Reports including the Faculty Grade	End of August	I.E.R.A. Research Analyst 1, Director	Vice President of Instruction	Grade breakdown to Deans and VP of Instruction.

Distribution Report				
Develop and Distribute Semester Tenure/Evaluation Schedule to Deans	Faculty Return Date	C&I Specialist	Deans	List of faculty due for evaluations in upcoming semester.
Ensure Online Syllabi and Vita Availability	Completed by end of first week of classes	C&I Specialist	Division Deans	All syllabi and vita posted according to regulatory guidelines.
Employer Follow-up Survey (Fall ADN)	August	I.E.R.A. Research Technician, Director		
Delinquent Installments Report	First of August	I.E.R.A. Research Technician, Director	Payment Office	
CBM00C	DUE-September 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Continuing Education Class Report
CBM00A	DUE-September 15	I.E.R.A. Director	Registrar Office Assistant Registrar	Continuing Education Student Report
Hazlewood	DUE-September 30	I.E.R.A.	Registrar Office Assistant Registrar	
TPEG Set Aside	Completed end of August	I.E.R.A. Research Technician	Director of Finance	
FY Course Breakdown	End of August/Sept.	I.E.R.A. Director; Research Analyst I	Auditor	
Summer Subsequent Clearinghouse Enrollment Report	Mid-August	I.E.R.A. Research Analyst 1, Director	Registrar Office Assistant Registrar	

Peterson Interim Expenses Update	Mid Sept.	I.E.R.A. Research Analyst 1, Technician	Director of Finance	
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