

## 2019-2020 INSTITUTIONAL EFFECTIVENESS ACTIVITIES CYCLE

<p><b>8-Year Cycle</b> MSCHE Self-Study</p>	2019-2020	2027-2028											
<p><b>5-Year Cycle</b> Academic Program Review (5-7 yr Review of the Major; Annual) Facilities Master Plan (Review for progress) Department Review* (5-7 yr rotation schedule; Annual)</p>													
<p><b>4-Year Cycle</b> MSCHE External Mid-Review</p>	2023-2024	2031-2032											
<p><b>3-Year (Integrated Master Plans) Cycle</b> Strategic Plan (SPIE- review Mission, Core Values, Vision, Goals) Student Success Plan (Academic Affairs and Student Affairs Committee)* Enrollment Management &amp; Marketing Plan (EM&amp;M Committee) Resource Allocation Plan (College Resources Committee - CRC) Diversity, Equity and Inclusion Plan (DEI Committee) Service Excellence Plan (IE Dept/EC) General Education Cycle (IE; Cycle A,B,C) Academic Program Mid-Cycle Reports (Academics) College Resources Committee – cycle for evaluation</p>	See dates on individual plans.												
<p><b>Annual Cycle</b> Department Assessment Systematic Plan (IE) Academic Assessment Systematic Plan (IE) MSCHE Annual Institutional Update (AIU) (IE/IR) IE Report Card (IE/IR) Committee Year End Reports (Chairs) Executive Summaries (EC) per Planning Schedule Operational Plans/Annual Reports (Dept Leaders/EC)</p>													

<b><u>Effectiveness Activity</u></b>	July	August	September	October	November	December	January	February	March	April	May	June
<b>Institutional Planning Processes</b>												
Data Collection for Depts and Programs (local/national- IR dept)	X	X	X	X	X	X	X	X	X	X	X	x
Executive Priorities and Planning Schedule (EC progress reports)		X			X				X		X	x
IE Steering Team (Pillar Committee Chairs – monthly meetings)	X	X	X	X	X	X	X	X	X	X	X	x
Operational Plan mid-cycle conversations						X	X	X				
Strategic Plan review and update (SPIE Committee) (IE Steering)			X	X	X	X		X	X	X	X	
All-campus meetings (President/EC)		X	X	X	X		X	X	X	X	X	
Pillar Committees (SPIE, EMM, CRC, AASA)			X	X	X	(x)	(x)	X	X	X	X	
<b>Student Learning Outcomes (SLO) Assessment Processes</b>												
ILO Annual Assessment (IE/Faculty)							X	X	X	X	X	x
PLO Annual Assessment (IE, Faculty Leads & discipline faculty)			X	X	X	X	X	X	X	X	X	
CLO Assessment (IE & Faculty)			X	X	X	X	X	X	X	X	X	x
General Education Assessment (IE & Faculty)							X	X	X	X	X	x
Learning Activity Assessment (optional)			X	X	X	X	X	X	X	X	X	x
Assessment Day workshops		X					X					
Academic Assessment Committee		x	X	X	X	X		X	X	X		
Faculty Professional Development (PD Committee)		x			X		X					
<b>Department Assessment Processes</b>												
Department Operational Planning (IE/Dept Leaders)	X	X									X	x
Department Annual Reports (Dept Leaders)										X	X	
Department Assessment Days & workshops (IE & Dept Leaders)		X	X		X		X			X	X	

<b>Resource Allocation Processes</b>													
Faculty reappointment, promotion and tenure (EC)									X	X	X		
Annual Budget Planning & Allocation Process (CRC/Budget Committee/Operational Plans)				X	X	X	X						
Staff reappointment, service awards, merit (HR)									X	X	X		
<b>Accreditation</b>													
Annual Institutional Update - (MSCHE AIU) (IR)									X	X			
Accreditation Academy (IE Dept/SPIE Committee- as needed)		X					x						X
SPIE Committee			X	X	X	X	X	X	X	X			
Self-Study Steering Committee (2018 – 2020) & work groups	x	x	x	x	x	x	x	x	x	x	x	x	x
<b>IE Communications</b>													
Assessment Bytes Newsletter (IE flexible cycle)					X				X				
KMA- Kiss MY Assessment Awards (IE flexible cycle)		X					X						
Service Excellence Program (IE/Dept Meetings)	X	X	X	X	X	X	X	X	X	X	X	X	X
Campus Briefs (PR Dept)			X	X	X	X	X	X	X	X	X		
College-wide emails, as needed	x	x	x	x	x	x	x	x	x	x	x	x	x
HCCC Assessment Handbook (HerkimerGO Blackboard only)	x	x	x	x	x	x	x	x	x	x	x	x	x
MyHerkimer portal – IE/IR Quicklinks	x	x	x	x	x	x	x	x	x	x	x	x	x
Herkimer College Website	x	x	x	x	x	x	x	x	x	x	x	x	x