



Columbus Technical College Institutional Effectiveness Calendar FY2023 – FY2024	2023							2024											
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Annual Planning (Educational and Operational Assessments, Planning, Budgeting)																			
1. Review/record results of Operational Planning Goals and Student Learning Outcomes		X												X					
2. Review/analyze/finalize Operational Plans by Responsible Stakeholders			X				X	X							X				
3. Finalized prior year data available from TCSG KMS				X												X			
4. Review/analyze/finalize Student Learning Outcomes by Program Chairs				X												X			
5. Develop FY Operational Planning Goals					X												X		
6. Identify SLOs to be assessed and assessment methods.			X												X				
7. Finalize Assessment Plans			X	X											X	X			
8. Plans are reviewed by Supervisors and Institutional Effectiveness			X	X											X	X			
9. Feedback implemented from Supervisors and Institutional Effectiveness				X	X	X	X	X	X	X	X	X			X	X	X	X	X
10. Review progress of improvement plans based on internal surveys and outcome data			X	X															
11. Conduct training for responsible stakeholders on planning systems and processes.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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Budgets																			
1. Annual operating budgets developed											X	X							
Annual Review of the College's Mission Statement																			
1. Review current Mission with Leadership & Local Board				X												X			
2. State Board of the Technical College System of Georgia Review							X												X
Campus-Wide Evaluations/ Surveys																			
1. Student Evaluations (course evaluations)	X	X	X		X		X			X		X	X	X			X		X
2. Deliver results of Student Course Evaluations							X				X			X					
3. Conduct Graduate Exit Survey			X				X				X				X				
4. Present results of Graduate Exit Survey				X				X					X				X		
5. Conduct Employer Satisfaction Survey (as requested by programs)						X							X					X	
6. Present results of Employer Satisfaction Survey							X							X					
7. Conduct Student Satisfaction Survey										X									
8. Deploy Occupational Program Needs Assessment Surveys - Business/Industry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Provide results of Occupational Program Needs Assessments to Faculty and Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Federal Grants																			
Perkins V																			

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	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Review Perkins budget per reconciliation processes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Review Perkins expenditure report	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Perkins personnel submit semi-annual certifications		X						X						X					
4. If applicable, Perkins personnel submit monthly time and effort logs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5. Review and submit Perkins amendments				X		X		X		X		X							
6. Review Perkins budget w/committee members	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Perkins V (continued)																			
7. Revise Perkins budget to include carryover funds/submit to TCSG								X	X										
8. Conduct Comprehensive Needs Assessment (PLANAR)			X	X	X	X	X												
9. Revise Comprehensive Needs Assessment (PLANAR)								X	X	X									
10. Prepare Perkins plan/activities/budget for the next FY	X								X	X	X	X							
11. Submit Perkins Budget and PLANAR																			
SACSCOC Compliance SACSCOC 2025 Reaffirmation (Due: March 1, 2024)																			
1. Continuous Compliance for SACSCOC 2025 Reaffirmation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Prepare and submit institutional financial profile and indicators to SACSCOC													X						
3. Submit SACSCOC profile on enrollment and other general information								X											

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4. QEP Committee Activities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Federal Compliance																			
1. Make updates to CTC IE Site	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Perform periodic review: Prepare and submit substantive changes as needed	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. IPEDS Fall collection period: September - October; Inst. Characteristics/Completions				X	X														
4. IPEDS Winter Collection: December - February; Grad Rates/Financial Aid/Admissions							X	X	X										
5. IPEDS Spring Collection: December - April; Fall Enrollment/Finance/HR/Libraries							X	X	X	X									
Special Projects/Grants																			
1. NC-SARA	X											X	X						
2. College Board – Survey																			

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