

CGTC INSTITUTIONAL EFFECTIVENESS CALENDAR FY2023-2024

Activity	2024						2025					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A. Customer Evaluations												
1. Academic Division administers the online Student Opinion Surveys	X			X		X		X		X		
2. Conduct Colleague Survey					X							
3. Present results of Student Opinion and Colleague Surveys								X				
4. Conduct Graduate Exit Survey		X				X					X	
5. Present results of Graduate Exit Survey			X									
6. Deploy Occupational Program Needs Assessment Surveys - Business/Industry					X					X		
7. Provide results of Occupational Program Needs Assessments to Faculty and Staff							X		X			X
B. Annual Planning and Assessment												
1. Review/record results of Operational Planning Goals and Student Learning Outcomes	X					X					X	
2. Review/analyze/finalize FY2024 Operational Plans by Responsible Persons	X	X	X	X								
3. Review prior year data available from TCSG KMS			X	X								
4. Review/analyze/finalize AY2024 Student Learning Outcomes by Program Chairs	X	X	X									
5. Develop FY2025 Operational Planning Goals	X	X										
6. Review SLOs in eCampus courses/programs offered with faculty	X					X					X	
7. Select AY2025 Student Learning Outcomes from Overarching List	X	X										
8. Plans are reviewed by Supervisors and Institutional Effectiveness			X	X	X							
9. Feedback implemented from Supervisors and Institutional Effectiveness			X	X	X							
10. Plans are finalized in the IE Planning System (FY2024 Closed out - FY2025 Developed)					X							
11. Review progress of improvement plans based on internal surveys and outcome data				X			X					X
12. Conduct training for responsible stakeholders on planning systems and processes	X	X	X	X	X	X	X	X	X	X	X	X
C. Conduct annual review of the College's Mission Statement												
1. Review current Mission with Leadership & Local Board			X									
2. If modified, submit Mission to State Board for approval					X							
D. Unit review and update of Purpose, Goals, and Outcomes												
1. Conduct Student Success Services Inventory				X					X			
2. Continued analysis of ad-hoc requests	X			X			X			X		
3. Continue review of end of semester data		X				X					X	
4. Review College benchmarks/enrollment; share reports with personnel			X	X								
5. Conduct review of end of semester benchmarks/enrollment and other data		X				X					X	
6. Conduct IE Perception of Processes Survey							X					
7. Statistical data collection FY2024; prepare to compile and publish FY2024 Fast Facts			X	X	X							
8. Statistical data collection FY2024; prepare to compile FY2024 Fact Book		X	X	X	X	X						
9. Publish FY2024 Fact Book						X						

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D. Unit review and update of Missions, Goals, and Outcomes (con't)												
10. Provide data for Annual Report			X									
11. Compile "The Review" Newsletter - bi annual and publish May and December				X	X					X	X	
E. Full-time Faculty & Staff Evaluations												
1. Prepare to conduct Staff performance reviews			X						X			
2. Conduct mid-term evaluations					X							
3. Submit annual performance review of Staff										X		
F. IE Professional Development - College-wide												
1. Establish college-wide professional development opportunities		X					X				X	
2. Deploy college-wide professional development activities	X	X	X	X	X	X	X	X	X	X	X	X
3. Prepare and deploy adhoc professional development activities as needed	X	X	X	X	X	X	X	X	X	X	X	X
4. Prepare and host the college-wide Professional Development Days						X					X	
5. Conduct Occupational Program Curriculum Reviews	X	X	X	X	X	X	X	X	X	X	X	X
6. Provide trainings on ALFAA Advising Process (new & returning Advisors)	X	X	X	X	X	X	X	X	X	X	X	X
G. IE Professional Development												
1. Attend SACSCOC Quality Enhancement Summer Institute	X											
2. Attend SACCR (Southern Association for Community College Research) annual meeting			X									
3. Attend Southern Association for Institutional Research (SAIR) annual meeting				X								
4. Attend Peer Group meetings				X					X			
5. Attend SACSCOC annual meeting						X						
6. Attend ATD DREAM conference								X				
7. Attend AIR Annual Forum											X	
8. Attend GOAL/Rick Perkins/Leadership Conference										X		
9. Attend NAPE National Summit for Educational Equity										X		
10. Attend Cognia Fall Conference (High School Accreditor)					X							
11. CGTC Action Research Project (CARP)												X
12. WorkSource GA Academy					X							
H. Perkins V Budget												
1. Review Perkins budget per reconciliation processes (expenditure report monthly reviews)	X	X	X	X	X	X	X	X	X	X	X	X
2. Review enrollment data				X	X	X	X	X				
3. Review and submit Perkins amendments			X		X		X		X		X	
4. Review Perkins budget w/committee members	X	X		X		X		X	X		X	
5. Revise Perkins budget to include carryover funds/submit to TCSG							X	X				
6. Conduct Comprehensive Needs Assessment (PLANAR)			X	X	X	X	X	X				

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<u>H. Perkins V Budget (con't)</u>												
7. Review and revise as needed Perkins Personnel percentages (Cost Allocation Plan)					X							X
8. Identified personnel assigned submit semi-annual or time & effort signed forms	X						X					
9. Revise Comprehensive Needs Assessment (PLANAR)												
10. Prepare Perkins plan/activities/budget for upcoming program year								X	X	X		
11. Submit Perkins Budget and Local Application										X	X	
12. Submit Four-Year Local Application and Signature Form (not due in 2025)												
13. Perkins Improvement Plans (PIPS) Due										X		
14. Conduct Perkins equipment verification (as needed)	X					X					X	
<u>I. Review and Update Strategic Plan</u>												
1. Review Strategic Plan annual goals				X	X	X						
2. Prepare report of prior year results of Strategic Plan goals for Unit reviews							X					
3. Prepare and submit annual report of prior year results to Local Board								X				
<u>J. Budgets</u>												
1. Local Board of Directors review (minimum 10 times/year); prepare IE Report		X	X	X	X			X	X	X	X	X
2. Monthly staff reviews	X	X	X	X	X	X	X	X	X	X	X	X
3. Annual operating budgets developed										X	X	X
<u>K. SACSCOC & Federal Compliance</u>												
1. Prepare and submit institutional financial profile and indicators to SACSCOC											X	
2. Submit SACSCOC profile on enrollment and other general information							X					
3. Maintain the CGTC Substantive Change site	X	X	X	X	X	X	X	X	X	X	X	X
4. Perform periodic review: Prepare and submit substantive changes as needed	X		X		X		X		X		X	
5. IPEDS Fall collection period: September - October; Inst. Characteristics/Completions			X	X		X						
6. IPEDS Winter Collection: December - February; Grad Rates/Financial Aid/Admissions						X	X	X				
7. IPEDS Spring Collection: December - April; Fall Enrollment/Finance/HR/Libraries						X	X	X	X	X		
8. Review the CGTC Consumer Disclosure Information data table and update as needed		X					X				X	
9. Maintain the CGTC Programmatic Accreditation database	X	X	X	X	X	X	X	X	X	X	X	X
<u>L. Special Projects/Grants/Contracts</u>												
1. Prepare basic eligibility application for Title III Part A (PBI grant)	X						X	X				
2. Submit data for NCCBP		X	X					X	X			
3. Submit data for College Board annual survey							X	X				X
4. Submit data for Military Time's Best for Vets: College Survey											X	X
5. Military Friendly Schools Survey				X	X							
6. Veterans Business Outreach Center (VBOC) Reporting		X			X			X			X	

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L. Special Projects/Grants/Contracts (con't)												
7. Atlanta Business Chronicle Top Tech College Survey											X	
8. Commercial Motor Vehicle Operator Safety Training Grant Reporting (funded by DOT)	X			X		X	X			X		
9. GA-AIM TWD Project (TCSG Coalition funded by EDA)				X					X			
10. DoD STEM Consortium (LCCC partnership)	X	X		X			X			X		
11. Child Care Access Means Parents in School Programs Reporting (CCAMPIS) (funded by DOE)								X				
12. CARES Act / HEERF Reporting										X	X	
13. Strengthening Institutions Program (SIP) Grant Reporting (funded by DOE)									X			
14. PBI-C (Project CAFÉ) (funded by DOE)									X			
15. PBI-F (ECCE Expansion) (funded by DOE)									X			
16. Rural Postsecondary and Economic Dev. (RPED) Grant (funded by DOE)	X			X			X		X	X		
17. VISTA grant reporting (funded by AmeriCorps)				X						X		
18. Georgia Nursing Home Strike Team Project (UGA partnership, funded by GA DPH)			X									
19. Georgia Board of Healthcare Workforce Grant (funded by GBHCW)						X	X					
20. IDEAS Grant (funded by Dept of State)					X			X			X	
21. WIOA Contract Negotiations											X	X
22. WIOA Invoice Submission	X	X	X	X	X	X	X	X	X	X	X	X
23. Complete required WIOA Quartely Follow-ups			X			X			X			X
24. Provide case management and career facilitation services for WIOA contract	X	X	X	X	X	X	X	X	X	X	X	X
M. Complete Upcoming FY Calendar												
1. Compile FY2025 - 2026 IE Activities College Calendar												X
2. Publish FY2025 - 2026 IE Activities College Calendar	X											