

## CGTC INSTITUTIONAL EFFECTIVENESS CALENDAR FY2021

| Activity                                                                                | 2020 |     |     |     |     |     | 2021 |     |     |     |                |     |
|-----------------------------------------------------------------------------------------|------|-----|-----|-----|-----|-----|------|-----|-----|-----|----------------|-----|
|                                                                                         | Jul  | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May            | Jun |
| <b>A. Customer Evaluations</b>                                                          |      |     |     |     |     |     |      |     |     |     |                |     |
| 1. Administration of 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              |     |
| 5. Present results of Graduate Exit Survey                                              |      |     | X   |     |     |     |      |     |     |     |                |     |
| 6. Conduct Employer Satisfaction Survey (as requested by programs)                      |      |     |     | X   |     |     |      |     |     |     |                | X   |
| 7. Present results of Employer Satisfaction Survey                                      |      |     |     |     |     | X   |      |     |     |     |                |     |
| 8. Deploy Occupational Program Needs Assessment Surveys - Business/Industry             | X    |     |     |     |     |     | X    |     |     |     | X              |     |
| 9. Provide results of Occupational Program Needs Assessments to Faculty and Staff       |      | X   |     |     |     |     |      | X   |     |     | X              |     |
| <b>B. Annual Planning and Assessment</b>                                                |      |     |     |     |     |     |      |     |     |     |                |     |
| 1. Review/record results of Operational Planning Goals and Student Learning Outcomes    | X    |     |     |     |     | X   |      |     |     |     | X              |     |
| 2. Analyze Occupational Programs through Performance Accountability System <sup>1</sup> |      |     |     |     |     |     |      |     |     |     | X <sup>1</sup> |     |
| 3. Review/analyze/finalize FY2020 Operational Plans by Responsible Stakeholders         | X    | X   | X   | X   |     |     |      |     |     |     |                |     |
| 4. Finalized piror year data available from TCSG KMS                                    |      |     | X   |     |     |     |      |     |     |     |                |     |
| 5. Review/analyze/finalize AY2020 Student Learning Outcomes by Program Chairs           | X    | X   | X   |     |     |     |      |     |     |     |                |     |
| 6. Develop FY2021 Operational Planning Goals                                            | X    | X   |     |     |     |     |      |     |     |     |                |     |
| 7. Select AY2021 Student Learning Outcomes from Overarching List                        | X    | X   |     |     |     |     |      |     |     |     |                |     |
| 8. Finalize FY2020 plans and make available for FY2021                                  | X    | X   |     |     |     |     |      |     |     |     |                |     |
| 9. Plans are reviewed by Supervisors and Institutional Effectiveness                    |      |     | X   | X   | X   |     |      |     |     |     |                |     |
| 10. Feedback implemented from Supervisors and Institutional Effectiveness               |      |     | X   | X   | X   |     |      |     |     |     |                |     |
| 11. Plans are finalized in the IE Planning System                                       |      |     |     |     |     | X   | X    |     |     |     |                |     |
| 12. Review progress of improvement plans based on internal surveys and outcome data     |      |     |     | X   |     |     | X    |     |     |     |                | X   |
| 13. Conduct training for responsible stakeholders on planning systems and processes     | X    | X   |     |     | X   | X   |      |     |     |     | X              |     |
| <b>C. Conduct annual review of the College's Mission Statement</b>                      |      |     |     |     |     |     |      |     |     |     |                |     |
| 1. Review current Mission with Leadership & Local Board                                 |      |     | X   |     |     |     |      |     |     |     |                |     |
| 2. If modified, submit Mission to State Board for approval                              |      |     |     |     | X   |     |      |     |     |     |                |     |
| <b>D. Unit review and update of Missions, Goals, and Outcomes</b>                       |      |     |     |     |     |     |      |     |     |     |                |     |
| 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   |     |     |     |      |     |     |     |                |     |
| 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 FY2020; prepare to compile and publish FY2020 Fast Facts |      |     | X   |     |     |     |      |     |     |     |                |     |

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|                                                                                            | Jul  | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun |
| <b>D. Unit review and update of Missions, Goals, and Outcomes (continued)</b>              |      |     |     |     |     |     |      |     |     |     |     |     |
| 8. Statistical data collection FY2020; prepare to compile FY2020 Fact Book                 |      | X   | X   | X   | X   |     |      |     |     |     |     |     |
| 9. Publish FY2020 Fact Book                                                                |      |     |     |     |     |     | X    |     |     |     |     |     |
| 10. Provide data for Annual Report                                                         |      |     | X   |     |     |     |      |     |     |     |     |     |
| <b>E. Full-time Faculty &amp; Staff Evaluations</b>                                        |      |     |     |     |     |     |      |     |     |     |     |     |
| 1. Prepare to conduct Staff performance reviews                                            |      |     | X   |     |     |     |      |     | X   |     |     |     |
| 2. Conduct mid-term evaluations                                                            |      |     |     |     | X   |     |      |     |     |     |     |     |
| 3. Submit annual performance review of Staff                                               |      |     |     |     |     | X   |      |     |     |     | X   |     |
| <b>F. Professional Development - College-wide</b>                                          |      |     |     |     |     |     |      |     |     |     |     |     |
| 1. Set up 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   |
| <b>G. Professional Development</b>                                                         |      |     |     |     |     |     |      |     |     |     |     |     |
| 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 TCSG Data Summit                                                                 |      |     | X   |     |     |     |      |     |     |     |     |     |
| 9. Attend NAPE National Summit for Educational Equity                                      |      |     |     |     |     |     |      |     |     | X   |     |     |
| <b>H. PAS Measures Assessed</b>                                                            |      |     |     |     |     |     |      |     |     |     |     |     |
| 1. Review Capital Outlay projects and produce new or revised listing of projects           |      |     |     |     |     |     | X    | X   | X   |     |     |     |
| 2. Capital Outlay Major, Minor & MRR projects due to IE & Accountability at TCSG           |      |     |     |     |     |     |      |     |     |     | X   |     |
| 3. PAS budget and planning electronic forms due                                            |      |     |     |     |     |     |      |     |     |     | X   |     |
| <b>I. Perkins V Budget</b>                                                                 |      |     |     |     |     |     |      |     |     |     |     |     |
| 1. Review Perkins budget per reconciliation processes (expenditure report monthly reviews) | X    | X   | X   | X   | X   | X   | X    | X   | X   | X   | X   | X   |
| 2. Perkins personnel submit semi-annual certifications                                     | X    |     |     |     |     |     | X    |     |     |     |     |     |
| 3. If applicable, Perkins personnel submit monthly time and effort logs                    | X    | X   | X   | X   | X   | X   | X    | X   | X   | X   | X   | X   |
| 4. Review and submit Perkins amendments                                                    |      |     | X   |     | X   |     | X    |     | X   |     | X   |     |

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|                                                                                         | Jul  | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun |
| <b>I. Perkins V Budget (continued)</b>                                                  |      |     |     |     |     |     |      |     |     |     |     |     |
| 5. Review Perkins budget w/committee members                                            | X    | X   |     | X   |     | X   |      | X   | X   |     | X   |     |
| 6. Revise Perkins budget to include carryover funds/submit to TCSG                      |      |     |     |     |     |     | X    | X   |     |     |     |     |
| 7. Conduct Comprehensive Needs Assessment (PLANAR)                                      |      | X   | X   | X   | X   | X   |      |     |     |     |     |     |
| 8. Revise Comprehensive Needs Assessment (PLANAR)                                       |      |     |     |     |     |     | X    | X   |     |     |     |     |
| 9. Prepare Perkins plan/activities/budget for FY2022                                    |      |     |     |     |     |     |      | X   | X   | X   |     |     |
| 10. Submit Perkins Budget and PLANAR                                                    |      |     |     |     |     |     |      |     |     | X   |     |     |
| <b>J. Review and Update Strategic Plan</b>                                              |      |     |     |     |     |     |      |     |     |     |     |     |
| 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    |     |     |     |     |     |
| <b>K. Budgets</b>                                                                       |      |     |     |     |     |     |      |     |     |     |     |     |
| 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   |
| <b>L. SACSCOC &amp; Federal Compliance</b>                                              |      |     |     |     |     |     |      |     |     |     |     |     |
| 1. Continue preparing for SACSCOC review of Fifth Year Report (Sept 2021)               | 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    |     |     |     |     |     |
| 4. Maintain the CGTC Substantive Change site                                            | X    | X   | X   | X   | X   | X   | X    | X   | X   | X   | X   | X   |
| 5. Perform periodic review: Prepare and submit substantive changes as needed            | X    |     | X   |     | X   |     | X    |     | X   |     | X   |     |
| 6. IPEDS Fall collection period: September - October; Inst. Characteristics/Completions |      |     | X   | X   |     |     |      |     |     |     |     |     |
| 7. IPEDS Winter Collection: December - February; Grad Rates/Financial Aid/Admissions    |      |     |     |     |     | X   | X    | X   |     |     |     |     |
| 8. IPEDS Spring Collection: December - April; Fall Enrollment/Finance/HR/Libraries      |      |     |     |     |     | X   | X    | X   | X   | X   |     |     |
| 9. Review the CGTC Consumer Disclosure Information data table and update as needed      |      | X   |     |     |     |     | X    |     |     |     | X   |     |
| 10. Review the CGTC Accreditation page and update as needed                             | X    | X   | X   | X   | X   | X   | X    | X   | X   | X   | X   | X   |
| 11. Technical Assistance QEP Committee Activities                                       | X    | X   | X   | X   | X   | X   | X    | X   | X   | X   | X   | X   |
| <b>M. Special Projects/Grants</b>                                                       |      |     |     |     |     |     |      |     |     |     |     |     |
| 1. Review Complete College Georgia data and prepare reports as needed                   | X    |     |     |     | X   |     |      |     |     |     | X   |     |
| 2. Prepare basic eligibility application for Title III Part A (PBI grant)               |      |     |     |     |     |     | X    | X   |     |     |     |     |
| 3. Administer the ATD Institutional Capacity Assessment Tool (ICAT)                     |      |     |     |     |     |     |      | X   |     |     |     |     |
| 4. Review results of Achieving the Dream (ATD) activities                               |      | X   |     | X   |     |     | X    |     |     | X   |     |     |
| 5. Achieving the Dream annual reflection                                                |      |     |     |     |     |     |      |     |     |     |     | X   |
| 6. Submit data for NCCBP                                                                |      |     |     |     |     |     |      |     |     |     | X   | X   |

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| Activity                                                                                                                                 | 2020 |     |     |     |     |     | 2021 |     |     |     |     |     |
|------------------------------------------------------------------------------------------------------------------------------------------|------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
|                                                                                                                                          | Jul  | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun |
| <b>M. Special Projects/Grants (continued)</b>                                                                                            |      |     |     |     |     |     |      |     |     |     |     |     |
| 7. Submit data for College Board annual survey                                                                                           |      |     |     |     | X   | X   | X    | X   |     |     |     |     |
| 8. Submit data for Military Time's Best for Vets: College Survey                                                                         | X    |     |     |     |     |     |      |     |     |     |     | X   |
| 9. Military Advanced Education and Transition Survey                                                                                     | X    | X   | X   |     |     |     |      |     |     |     |     |     |
| 10. Military Friendly Schools Survey                                                                                                     |      |     | X   | X   | X   |     |      |     |     |     |     |     |
| 11. Veterans Business Outreach Center (VBOC) Reporting                                                                                   |      | X   |     |     | X   |     |      | X   |     |     | X   |     |
| 12. Atlanta Business Chronicle Top Tech College Survey                                                                                   |      |     |     |     |     |     |      |     |     |     |     | X   |
| 13. Submit data for ACT Institutional Data Questionnaire                                                                                 |      |     |     |     |     |     |      |     |     | X   |     |     |
| 14. Commercial Motor Vehicle Operator Safety Training Grant Reporting (funded by DOT)                                                    | X    |     |     | X   |     | X   | X    |     |     | X   |     |     |
| 15. Susan Harwood Grant Reporting (funded by DOL/OSHA)                                                                                   | X    |     |     | X   |     | X   | X    |     |     | X   |     |     |
| 16. RSI-PBI Competitive Grant Reporting (funded by Dept of DOE)                                                                          |      |     |     |     |     |     |      |     | X   |     |     |     |
| 17. Ag Vets Grant Reporting (funded by USDA) Reporting                                                                                   |      |     |     |     |     | X   |      |     | X   |     |     | X   |
| 18. Child Care Access Means Parents in School Programs Reporting (CCAMPIS) (funded by DOE)                                               |      |     |     |     |     |     |      | X   |     |     |     |     |
| 19. Career Connections & Transition (SNAP) Monthly Report                                                                                | X    | X   | X   | X   | X   | X   | X    | X   | X   | X   | X   | X   |
| 20. CARES Act / HEERF Reporting                                                                                                          | X    | X   |     | X   |     |     | X    |     |     | X   |     |     |
| 21. Strengthening Institutions Program (SIP) Grant Reporting (funded by DOE)                                                             |      |     |     |     |     |     |      |     |     | X   |     |     |
| <sup>1</sup> The Performance Accountability System is under review by the Technical College System of Georgia. Review processes are TBD. |      |     |     |     |     |     |      |     |     |     |     |     |