

**ACADEMIC YEAR 2009- 2010 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
August 1 <sup>st</sup> Week	Post FY09 Compensation information on HR website	F-10 Employee Compensation	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	HR Compensation will post Board approved scales and other compensation information on HR website	EVP, Finance & Administration monitors compliance
August 1 <sup>st</sup> Week	College Listservs		<ul style="list-style-type: none"> <li>Members of PLT</li> </ul>	Begin the review/update	EVP, College Operations monitors compliance
August 2 <sup>nd</sup> Week	Faculty Loading-ADJ Faculty Loading-FT	AR 4.03.002 AR 4.03.004 BOT D-3	<ul style="list-style-type: none"> <li>Deans</li> <li>VPs</li> </ul>	Deans review loading for Fall  Deans recommend to VPs any exceptions to overload guidelines  VPs forward requests for approval of exceptions to President	EVP/Provost monitors compliance
August 2 <sup>nd</sup> Week	Suggested beginning of Sabbatical leave process preparations	AR 4.05.001	<ul style="list-style-type: none"> <li>Professional Development</li> </ul>	Notifies faculty/staff, issues guidelines and sets deadline	VP, Human Resources monitors compliance
August 3 <sup>rd</sup> Week	Generate FT Faculty Contracts	AR 4.03.003	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	HR generates online contracts for submission	EVP/Provost monitors compliance
August 3 <sup>rd</sup> Week	Annual stipend payments for officers of Classified, Professional/Technical & Adjunct Faculty Associations		<ul style="list-style-type: none"> <li>Association Presidents</li> </ul>	Associations submit officers' names to H.R. for processing	VP, Human Resources monitors compliance
August 20	Fall Endangered Section Review	AR 3.03.012	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	Leads Fall '09 cancelled Class Review Session	President monitors compliance
August 4 <sup>th</sup> Week	eStaffing Notification	AR 4.06.004 AR 4.06.005 BOT D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> </ul>	Staffing letters and posters distributed (for Spring '10)	EVP, College Operations monitors compliance
August 4 <sup>th</sup> Week	Sabbatical Leave	AR 4.05.001	<ul style="list-style-type: none"> <li>Director, Professional Development &amp; Evaluation Programs</li> </ul>	Issues guidelines/calendar for next academic year  President's final approval	EVP/Provost monitors compliance
August 4 <sup>th</sup> Week	Annual Report to Board - Recent and projected course loads, including overloads and course load reductions; recent and projected use of adjunct faculty	BOT D-3 Faculty Workloads	<ul style="list-style-type: none"> <li>President</li> <li>VP, Human Resources</li> </ul>	Present report to the Board (Bulletin)	President monitors compliance

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August 27	Integrated Postsecondary Education Data System (IPEDS) registration	Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325)	<ul style="list-style-type: none"> <li>AVP, OIEA</li> </ul>	Complete keyholder registration form on-line	President monitors compliance
August	Student Government Association Stipend Payments	AR 3.05.001	<ul style="list-style-type: none"> <li>Director, Student Life</li> </ul>	<p>Processes Student Government Assoc. Stipends (officers and committee reps) for Summer</p> <p>Chairs of councils, committees, confirm participation/authorize payment</p>	VP, Student Support & Success Systems monitors compliance
September 1 <sup>st</sup> Week	Evaluation of all units for effectiveness, efficiency and policy compliance; Faculty, Staff, and Student Input; Analysis of current performance; Improvement plans; External auditors for annual financial audit	BOT E-4 Organizational Performance Evaluation/Auditing	<ul style="list-style-type: none"> <li>Executive Director, ACC Foundation</li> <li>EVP, Finance &amp; Administration</li> <li>AVP, OIEA</li> </ul>	Present report to the Board of Trustees	President monitors compliance
September 1 <sup>st</sup> Week	Advisory Committees		<ul style="list-style-type: none"> <li>Department Chairs</li> <li>Deans</li> </ul>	Initial letter sent to Advisory Committees outlining meeting dates/thanking departing members/welcoming new members	VP, Workforce monitors compliance
September 1 <sup>st</sup> week	Enter new employee data; create PA's & staffing table manual	BOT F-6	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Following Board adoption of budget	EVP, Finance & Administration monitors compliance
September 1 <sup>st</sup> Week	eStaffing	AR 4.06.004 AR 4.06.005 BOT D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> <li>Department Chairs</li> </ul>	<p>Staffing of Adjunct Faculty for Spring '10</p> <p>Deans ensure use of eStaffing and monitor workload compliance</p> <p>VPs review staffing reports (eStaffing) for compliance, implications for expanding adjunct faculty pools, etc.</p>	EVP, College Operations monitors compliance
September 2 <sup>nd</sup> Week	Assessment Documentation	BOT E-4	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Submit Annual Assessment Summary status report to Dept. Chairs, Deans, AVPs, VPs, President	AVP, OIEA monitors compliance
September 2 <sup>nd</sup> Week	Program Marketing Requests		<ul style="list-style-type: none"> <li>Department Chairs</li> </ul>	Submit requests for specific program marketing to Marketing	Deans, VPs monitor compliance

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Month	Activity	Reference	Primary Responsibility	Action	Other Roles
				Specialist, Marketing and College Relations	
September 2 <sup>nd</sup> Week	Full-Time Faculty Placement and Advancement	AR. 6.05.002	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Issues guidelines for submitting	EVP, Finance & Administration monitors compliance
September 2 <sup>nd</sup> Week	Placement Credit - Adjunct Faculty	AR 4.06.008 BOT D-6	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Issues guidelines/calendar to adjunct faculty	EVP, Finance & Administration monitors compliance
September 3 <sup>rd</sup> Week	September 17, New Hires/SACS Compliance Report	AR 4.03.005	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	HR submits to President	AVP, OIEA monitors compliance
September 3 <sup>rd</sup> Week	Fall Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Provide Fall All Faculty roster to OIEA	AVP, OIEA monitors compliance
September 3 <sup>rd</sup> Week	Fall Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>AVP, OIEA</li> <li>Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Review all faculty credentials roster by course	EVP/Provost monitors compliance
September 3 <sup>rd</sup> Week	Fact Book Preview		<ul style="list-style-type: none"> <li>Dean, Library Services</li> <li>Manager, CE Business Op</li> <li>Exec. Dir., Adult Ed</li> <li>Manager, HR Records</li> <li>Executive Dir., Facilities &amp; Construction</li> </ul>	Update information provided to the Office of Effectiveness & Accountability	AVP, IRT; Executive Dean, CE; VP Workforce Education; EVP/Provost; VP Human Resources; EVP, Finance & Administration monitor compliance
September 3 <sup>rd</sup> Week	Student Participation in Mandatory Remediation	AR 4.04.014	<ul style="list-style-type: none"> <li>TSI Coordinator</li> </ul>	Report monitoring on student participation	VP, Student Support & Success Systems monitors compliance
September 3 <sup>rd</sup> Week	Assessment Documentation	BOT Policy E-4	<ul style="list-style-type: none"> <li>Department Chairs</li> </ul>	Review/edit or create/enter purpose statement in ACCeAssessment database	Deans and VPs of credit instruction monitor compliance; Coordinator, Institutional Planning & Assessment provides support
September 4 <sup>th</sup> Week	Course Schedule Development	AR 3.03.12	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	Annual Schedule Development Team meets to review Fall '10, Spring '11, Summer '11	President monitors compliance
September Last Week	PEP Program	F-7 Personnel Performance Evaluation	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Completion of staff goal setting	EVP Finance & Administration monitors compliance
Semester	Payroll Errors Report	AR 6.10.011 BOT- F-9, F-10	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Prepares monthly report on all errors for Fall	EVP Finance & Administration monitors compliance

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September	Student Profile for Fall		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Publish document	AVP, OIEA monitors compliance
September	Preliminary Enrollment Report for Fall		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Publish report	AVP, OIEA monitors compliance
September	Quarter 4 CBM00A - Continuing Education Student Report	Texas Education Code 61.051k	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> <li>Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
September	Quarter 4 CBM00C - Continuing Education Course Report	Texas Education Code 51.051 & 130.003	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> <li>Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
September	College Connection Preliminary Fall Enrollment Report		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>		AVP, OIEA and EVP, College Operations monitor compliance
October 1 <sup>st</sup> Week	Instructional Program Review	BOT E-5	<ul style="list-style-type: none"> <li>IPR Committee co-chairs</li> </ul>	Provide orientation to Self-study team chairs	EVP/Provost provides support
October 1 <sup>st</sup> Week	Summer CBM002 - Texas Success Initiative Report	Texas Education Code 51.306	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> <li>Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
October 1 <sup>st</sup> Week	Sabbatical Process Q & A Workshops	AR 4.0.05.001	<ul style="list-style-type: none"> <li>Professional Development</li> </ul>	Announces availability of workshops to faculty/staff	VP, Human Resources monitors compliance
October 17	Integrated Postsecondary Education Data System (IPEDS)	Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325)	<ul style="list-style-type: none"> <li>Reports Specialist, Effectiveness &amp; Accountability</li> </ul>	Submit the Institutional Characteristics and Completions, 12 month enrollment Surveys	AVP, OIEA monitors compliance
October 19	Fact Book Preview		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Provide data to Reports Specialist	AVP, OIEA monitors compliance
October 4 <sup>th</sup> Week	Course Schedule Development	AR 3.03.012	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	Issues Fall '10, Spring '11, Summer '11 schedule development guidelines; monitors section allocations	President monitors compliance
October 4 <sup>th</sup> Week	November 14 <sup>th</sup> Deadline for Sabbatical applications	AR 4.05.001	<ul style="list-style-type: none"> <li>Professional Development</li> </ul>	Reminder to faculty/staff- November 14 <sup>th</sup> deadline for submitting Sabbatical applications	VP, Human Resources Monitors Compliance
October 31	Core Indicators	BOT Policy E-1, E-4	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Produce ACC Snapshot report	AVP, OIEA monitors compliance
October	Fall CBM001 - College Credit Student Report	Texas Education Code 61.0591 & 61.051k; Appropriation Rider	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> <li>Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance

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October	Fall CBM004 - College Credit Course Report	Texas Education Code 51.403 & 61.059	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
October	Summer CBM006 - College Credit End of Term Course Report	Texas Education Code 51.051 & 130.003	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
October	Fall CBM008 - College Credit Faculty Report	Texas Education Code 51.402 & 51.403	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Human Resources</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
October	CBM009 - Annual Graduation Report	Texas Education Code 61.051k	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
October	CBM00M - Annual Marketable Skills Achievement Report		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
October	Assessment Documentation	BOT Policy E-1, E-4	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> <li>▪ Deans</li> <li>▪ Cluster Group Leaders</li> </ul>	Create and enter Assessment Plan in ACCeAssessment database	AVP, OIEA monitors compliance
November 1 – January 30	Master Plan 2010-2012	BOT E-1	<ul style="list-style-type: none"> <li>▪ Cluster Group Leaders</li> <li>▪ Coordinator, Institutional Planning &amp; Assessment supports</li> </ul>	Enter initiatives into ACCeMaster-Plan database	AVP, OIEA monitors compliance
November 15	Fact Book Preview		<ul style="list-style-type: none"> <li>▪ Reports Specialist</li> </ul>	Submit DRAFT copy of Fact Book Preview to President for feedback	AVP, OIEA monitors compliance
November 3 <sup>rd</sup> Week	Develop College Academic Calendar for next academic year	BOT-E1	<ul style="list-style-type: none"> <li>▪ EVP, College Operations</li> </ul>	Draft proposed 2010-11 academic calendar	President monitors compliance
November	Closing the Gaps		<ul style="list-style-type: none"> <li>▪ AVP, Effectiveness &amp; Accountability</li> </ul>	Submit revised Closing the Gaps targets to THECB	President monitors compliance
December 1 <sup>st</sup> Week	Process stipend payment for adjunct faculty who served on councils, committees or in instructional departments in Fall semester		<ul style="list-style-type: none"> <li>▪ Chairs of councils, committees</li> <li>▪ Department Chairs</li> </ul>	Chair enters information into Personnel Authorization System	VP, Human Resources monitors compliance
December 2 <sup>nd</sup> Week	Faculty Loading-ADJ Faculty Loading-FT	AR 4.03.002 AR 4.03.004 BOT D-3	<ul style="list-style-type: none"> <li>▪ Deans</li> <li>▪ VPs</li> </ul>	Deans review loading for Spring  Deans recommend to VPs any exceptions to overload guidelines  VPs forward requests for approval of exceptions to President	EVP/Provost monitors compliance

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December 2 <sup>nd</sup> Week	Informal Orientation – New Adjunct Faculty and new FT faculty		<ul style="list-style-type: none"> <li>Director, Professional Development &amp; Evaluation Programs</li> </ul>	Prepare Spring orientation activities for new faculty	EVP/Provost monitors compliance
December	Student Government Association Stipend Payments	AR 3.05.001	<ul style="list-style-type: none"> <li>Director, Student Life</li> </ul>	<p>Processes Student Government Assoc. Stipends (officers and committee reps) for Fall</p> <p>Chairs of councils, committees, confirm participation/authorize payment</p>	VP, Student Support & Success Systems monitors compliance
December	Integrated Postsecondary Education Data System (IPEDS)	Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325)	<ul style="list-style-type: none"> <li>Benefits Manager</li> <li>HR Records Manager</li> </ul>	Submit the Employees by Assigned Position, Salaries, and Fall Staff surveys information to OIEA Reports Specialist	VP, Human Resources monitors compliance
December	Quarter 1 CBM00A - Continuing Education Student Report	Texas Education Code 61.051k	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> <li>Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
December	Quarter 1 CBM00C - Continuing Education Course Report	Texas Education Code 51.051 & 130.003	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> <li>Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
January 1 <sup>st</sup> Week	eStaffing Notification	AR 4.06.004 AR 4.06.005 BOT D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> </ul>	Staffing letters and posters distributed for Summer '10	EVP, College Operations monitors compliance
January 14	Spring Endangered Section Review	AR 3.03.012	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	Leads Spring '10 Cancelled Class Review Session	President monitors compliance
January 3 <sup>rd</sup> Week	Faculty Evaluations		<ul style="list-style-type: none"> <li>Coordinator, Faculty &amp; Staff Evaluations</li> </ul>	Faculty evaluation results sent to faculty	EVP/Provost monitors compliance
January 21	Integrated Postsecondary Education Data System (IPEDS)	Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325)	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Submit the Employees by Assigned Position, Salaries, and Fall Staff surveys	AVP, OIEA monitors compliance
January 4 <sup>th</sup> Week	eStaffing	AR 4.06.004 AR 4.06.005 BOT D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> <li>Department Chairs</li> </ul>	<p>Staffing of Adjunct Faculty for Summer '10</p> <p>Deans ensure use of eStaffing and monitor workload compliance</p> <p>VPs review staffing reports (eStaffing) for compliance, implications for expanding adjunct faculty pools, etc.</p>	EVP, College Operations monitors compliance

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January 4 <sup>th</sup> Week	Assign Mentors	AR 4.01.014	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> </ul>	Assign mentors for Spring	EVP/Provost monitors compliance
January 4 <sup>th</sup> Week	Faculty Evaluation		<ul style="list-style-type: none"> <li>▪ Coordinator, Faculty &amp; Staff Evaluations</li> </ul>	Faculty evaluation results sent to Department Chairs	EVP/Provost monitors compliance
Semester	Payroll Errors Report	AR 6.10.011 BOT- F-9, F-10	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Prepares monthly report on all errors for Spring	EVP Finance & Administration monitors compliance
February 1 <sup>st</sup> Week	Assessment Documentation	BOT Policy E-1, E-4	<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Report status of documentation to deans and department chairs	AVP, OIEA monitors compliance
February 1 <sup>st</sup> Week	Advisory Committees		<ul style="list-style-type: none"> <li>▪ Department Chairs, Deans</li> </ul>	Mid-year report from Department Chairs to Deans/President regarding activities of the Advisory Committee	VP, Workforce monitors compliance
February 1 <sup>st</sup> Week	Annual report to BOT - Nature and results of College resource-development activities	BOT E-7 Resource Development	<ul style="list-style-type: none"> <li>▪ EVP, College Operations</li> <li>▪ Executive Director, ACC Foundation</li> <li>▪ EVP, Finance and Administration</li> </ul>	Present report to the Board	President monitors compliance
February 1 <sup>st</sup> Week	TCCTA NISOD	AR 4.01.014	<ul style="list-style-type: none"> <li>▪ Director, Professional Development &amp; Evaluation Programs</li> </ul>	Process payment	Deans issue guidelines to Department Chairs and all faculty
February 1 <sup>st</sup> Week	Approve College Academic Calendar for next academic year	BOT E-1	<ul style="list-style-type: none"> <li>▪ EVP, College Operations</li> </ul>	ACAC reviews/approves draft college academic calendar	President monitors compliance
February 1 <sup>st</sup> Week	February 4, New Hires/SACS Compliance Report	AR 4.03.005	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	HR submits to President	AVP, OIEA monitors compliance
February 1 <sup>st</sup> Week	Resolution on Annual Review of Investment Strategy and Policy	BOT G-11	<ul style="list-style-type: none"> <li>▪ AVP, Finance &amp; Budget</li> </ul>	EVP, Finance and Administration presents to BOT for approval and posts to Budget/Investment web page	EVP, Finance & Administration monitors compliance
February 2 <sup>nd</sup> Week	MSTA Process Notification	AR 4.06.004 AR 4.06.005 BOT D-6	<ul style="list-style-type: none"> <li>▪ AVP, Information Technology</li> <li>▪ Department Chairs</li> </ul>	MSTA letters and posters distributed	EVP/Provost monitors compliance
February 2 <sup>nd</sup> Week	February 9 – March 10, time period for BOT candidates to file		<ul style="list-style-type: none"> <li>▪ Special Assistant to President for Governmental &amp; Community Relations</li> </ul>		President monitors compliance
February 3 <sup>rd</sup> Week	Budget {data} Book		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ AVP, Finance &amp; Budget</li> </ul>	Publish and distribute	AVP, OIEA monitors compliance
February 3 <sup>rd</sup> Week	College Catalog		<ul style="list-style-type: none"> <li>▪ Publications Director</li> </ul>	Update and submit front section narrative and personnel listings to PICM	EVP/Provost monitors compliance

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February 3 <sup>rd</sup> Week	Spring Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Provide Spring All Faculty roster to OIEA	AVP, OIEA monitors compliance
February 3 <sup>rd</sup> Week	Spring Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>▪ AVP, OIEA</li> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Review all faculty credentials roster by course	EVP/Provost monitors compliance
February 3 <sup>rd</sup> Week	Instructional Program Review	BOT Policy E-5	<ul style="list-style-type: none"> <li>▪ Instructional Program Review Committee Co-chairs</li> </ul>	Notify Department Chairs that Quality Improvement Plan Up-date is due at end of March	EVP/Provost monitors compliance
February 3 <sup>rd</sup> Week	Subsequent Course Performance Report	SACS Federal Requirement 4.1	<ul style="list-style-type: none"> <li>▪ Coordinator, Research and Analysis</li> </ul>	Publish and distribute report	AVP, OIEA monitors compliance
February 4 <sup>th</sup> Week	Department Chair Election Reminder	AR 4.04.011 BOT D-6	<ul style="list-style-type: none"> <li>▪ Executive Assistant or designee</li> </ul>	Send reminder to start election process	EVP/Provost monitors compliance
February	Fact Book data collection		<ul style="list-style-type: none"> <li>▪ AVP, Finance &amp; Budget</li> <li>▪ HR Records</li> <li>▪ OIEA Coordinator, Research &amp; Analysis</li> </ul>	Update and submit information provided to OIEA	AVP, OIEA monitors compliance
February	Fall CBM002 - Texas Success Initiative Report	Texas Education Code 51.306	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
February	Fall CBM006 - College Credit End of Term Course Report	Texas Education Code 51.051 & 130.003	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
February	Quarter 2 CBM00A - Continuing Education Student Report	Texas Education Code 61.051k	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
February	Quarter 2 CBM00C - Continuing Education Course Report	Texas Education Code 51.051 & 130.003	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
February	Spring CBM004 – College Credit Course Report	TEC 51.403 & 61.059	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
February	Student Profile for Spring		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Publish document	AVP, OIEA monitors compliance
February	Preliminary Enrollment Report for Spring		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Publish report	AVP, OIEA monitors compliance
March 1 <sup>st</sup> Week	Annual report to Board - Nature and extent of linkage activities, financial terms, and oper-	BOT C-6 College-Community Linkages	<ul style="list-style-type: none"> <li>▪ President</li> <li>▪ EVP, College Operations</li> </ul>	EVP compiles	President monitors compliance

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	ational results of community partnerships, and any plans or recommendations for changes in this area	Communication Linkages Operations Linkages			
March 1 <sup>st</sup> Week	Master Plan	BOT E-1 Master Planning	<ul style="list-style-type: none"> <li>▪ AVP, OIEA</li> </ul>	Revisions to Master Plan: BOT to adopt a set of planning directives for next fiscal year	President monitors compliance
March 1 <sup>st</sup> Week	College Catalog		<ul style="list-style-type: none"> <li>▪ Deans</li> <li>▪ Department Chairs</li> </ul>	Update course descriptions and degree plans provided to Instructional Support Services	Instructional Support Services EVP/Provost monitors compliance
March 1 <sup>st</sup> Week	Fees Review	AR 5.08.001 BOT E-8	<ul style="list-style-type: none"> <li>▪ AVP, Finance &amp; Budget</li> </ul>	Issues process/calendar for review of fees for next academic year  Department Chairs submit fees recommendation to Deans; VPs monitor compliance; send recommendations to President	EVP, Finance & Administration monitors compliance
March 1 <sup>st</sup> Week	Department Chair Elections	AR 3.02.003 BOT C-2	<ul style="list-style-type: none"> <li>▪ Deans</li> </ul>	Issue guidelines	EVP/Provost monitors compliance
March 2 <sup>nd</sup> Week	March 10 Last Day for BOT to Order Election		<ul style="list-style-type: none"> <li>▪ Special Assistant to President for Governmental &amp; Community Relations</li> </ul>		President monitors compliance
March 2 <sup>nd</sup> Week	Departmental Review of Assessment Cut-Off Scores	AR 4.04.004	<ul style="list-style-type: none"> <li>▪ Dean of Student Services, Assessment Process Holder</li> </ul>	Seek recommendations of assessment cut-off scores from instructional departments for consideration for subsequent academic year	EVP/Provost and VP, Student Support & Success Systems monitor compliance
March 2 <sup>nd</sup> Week	Adjunct Faculty Reps in Instructional Departments	AR 4.06.009 BOT D-6	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> <li>▪ Deans</li> </ul>	Notifies eligible adjuncts and provides form to indicate if they want to be appointed as instructional department representatives for next academic year	EVP/Provost monitors compliance
March 2 <sup>nd</sup> Week	Instructional Program Review	BOT Policy E-5	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> <li>▪ AVP, OIEA</li> <li>▪ Co-chairs, Instructional</li> </ul>	Complete and send Quality Improvement Plan Status Report to Office of Effectiveness &	EVP/Provost monitors compliance

**ACADEMIC YEAR 2009- 2010 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
			<ul style="list-style-type: none"> <li>Program Review Committee</li> <li>Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Accountability as an e-mail attachment	
March 14	Fact Book Data		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Provide data to Reports Specialist	AVP, OIEA monitors compliance
March 3 <sup>rd</sup> Week	eStaffing Notification	AR 4.06.004 AR 4.06.005 BOT D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> </ul>	Staffing letters and posters distributed for Fall '10	EVP, College Operations monitors compliance
March 3 <sup>rd</sup> Week	Instructional Program Review	BOT Policy E-5	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning &amp; Assessment</li> <li>Co-chairs, Instructional Program Review Committee</li> </ul>	Post updated QIPs to Instructional Program Review web site and notify Instructional Program Review Committee Chair, Deans, and Credit Instruction Vice Presidents	EVP/Provost monitors compliance
March 27	Master Plan	BOT E-1	<ul style="list-style-type: none"> <li>Institutional Planning Council</li> </ul>	Prioritize Master Plan Initiatives	AVP, OIEA monitors compliance
March 4 <sup>th</sup> Week	Upward Evaluation	BOT F-7	<ul style="list-style-type: none"> <li>Faculty &amp; Staff Evaluation Office</li> </ul>	Faculty & Staff Evaluation coordinates Upward Evaluation process	VP, Human Resources monitors compliance
March 4 <sup>th</sup> Week	eStaffing	AR 4.06.004 AR 4.06.005 BOT D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> <li>Department Chairs</li> </ul>	<p>Staffing of Adjunct Faculty for Fall '10</p> <p>Deans ensure use of eStaffing and monitor workload compliance</p> <p>VPs review staffing reports (eStaffing) for compliance, implications for expanding adjunct faculty pools, etc.</p>	EVP, College Operations monitors compliance
March 4 <sup>th</sup> Week	ACAC Review of Assessment Cut-Off Scores	AR 4.04.004	<ul style="list-style-type: none"> <li>Dean of Student Services, Assessment Process Holder</li> </ul>	Present assessment cut-off scores information to Academic and Campus Affairs Council (for next academic year)	EVP/Provost and VP, Student Support & Success Systems monitor compliance
March 4 <sup>th</sup> Week	Review Shared Governance Structure for next academic year	BOT C-5	<ul style="list-style-type: none"> <li>President</li> </ul>	Issues memo with grid showing councils, committees, etc. for review/suggestions from employee organizations and ALT	President monitors compliance
March	Closing the Gaps		<ul style="list-style-type: none"> <li>Coordinator, Research Initiatives</li> </ul>	Publish Closing the Gaps Update report	AVP, OIEA monitors compliance

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<b>Month</b>	<b>Activity</b>	<b>Reference</b>	<b>Primary Responsibility</b>	<b>Action</b>	<b>Other Roles</b>
March	Integrated Postsecondary Education Data System (IPEDS)	Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325)	<ul style="list-style-type: none"> <li>▪ Director, Student Assistance and Veterans' Affairs</li> </ul>	Submit information for Financial Aid to Reports Specialist in OIEA	VP Student Support and Success monitors compliance
March	Spring CBM001 - College Credit Student Report	Texas Education Code 61.0591 & 61.051k; Appropriation Rider	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
March	Spring CBM008 - College Credit Faculty Report	Texas Education Code 51.402 & 51.403	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Human Resources</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
April 1 <sup>st</sup> Week	Annual employment profile report included in Board Bulletin	BOT F-1 Equal Employment Opportunity/Affirmative Action	<ul style="list-style-type: none"> <li>▪ HR Records Manager</li> </ul>	AVP prepares report on employment statistics	VP, Human Resources monitors compliance
April 1 <sup>st</sup> Week	Annual part of budget deliberations included in Master Plan: Multi-year facilities plan, updated annually and submitted to BOT approval biennially as part of Master Plan; Responsiveness to education needs; Unsatisfied demand due to facilities limitations, including geographic demand/supply imbalances; Analysis based on data from exemplary comparable institutions tied to program need/enrollments; Annual economic analysis of programs and facilities	BOT E-2 Provision of College Facilities	<ul style="list-style-type: none"> <li>▪ Executive Dir., Facilities &amp; Operations</li> <li>▪ EVP, Finance &amp; Administration</li> </ul>	AVP presents report to the Board	EVP, Finance & Administration and President monitor compliance
April 1 <sup>st</sup> Week	Annual Report to Board – Tuition/Fees	BOT A-7 Implementation of Fees	<ul style="list-style-type: none"> <li>▪ EVP/Provost</li> <li>▪ VP, Workforce Education &amp; Business Development</li> <li>▪ VP, Student Support &amp; Success Systems</li> <li>▪ Deans</li> <li>▪ Department Chairs</li> </ul>	Present report to Board as part of draft Operating Budget	President and EVP, Finance & Administration monitor compliance

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<b>Month</b>	<b>Activity</b>	<b>Reference</b>	<b>Primary Responsibility</b>	<b>Action</b>	<b>Other Roles</b>
April 1 <sup>st</sup> Week	Benefits Review  BOT approval required if changes in administrative rules on benefits, if they change costs by more than \$100,000, or change standard leave allocations	BOT F-9 Employee Benefits	<ul style="list-style-type: none"> <li>▪ Benefits Manager</li> </ul>	Present to Board as part of operating budget draft	VP, Human Resources monitors compliance
April 1 <sup>st</sup> Week	Compensation Review	BOT F-9 Employee Compensation	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Present to Board as part of operating budget draft	President and EVP, Administration & Finance monitor compliance
April 1 <sup>st</sup> Week	Campus Reps Developmental Communications, Math, History, Government, & Computer Science	AR 3.02.002	<ul style="list-style-type: none"> <li>▪ Deans</li> </ul>	Approve appropriate instructional departments to utilize campus reps  Establish compensation rate  Ensure rotation among faculty (2-yr limit per rep)	EVP/Provost monitors compliance
April 15	Integrated Postsecondary Education Data System (IPEDS)	Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325)	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Submit the Student Financial Aid, Finance, Fall Enrollment, and Graduation Rates Surveys	AVP, OIEA monitors compliance
April 15	Instructional Program Review	BOT Policy E-5	<ul style="list-style-type: none"> <li>▪ Co-chairs, Instructional Program Review Committee</li> <li>▪ Program Review Self-study Chairs</li> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Submit Instructional Program Review Summary and Quality Improvement Plan to Coordinator, Institutional Planning & Assessment and copy IPR Committee co-chairs	EVP/Provost monitors compliance
April 15 – September 30	Instructional Program Review	BOT Policy E-5	<ul style="list-style-type: none"> <li>▪ Chairs, Program Review Self-Study Team</li> <li>▪ Instructional VPs</li> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Make appointment with Instructional Vice President to present findings of the review	EVP/Provost monitors compliance
April 3 <sup>rd</sup> Week	Instructional Program Review	BOT Policy E-5	<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> <li>▪ Co-chairs, Instructional Program Review Committee</li> </ul>	Request IPR stipends be processed for self-study team chairs who have submitted IPRS and QIP	EVP/Provost monitors compliance

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Month	Activity	Reference	Primary Responsibility	Action	Other Roles
April 3 <sup>rd</sup> Week	Process stipend payments for adjunct faculty who served on councils, committees or instructional departments in Spring semester		<ul style="list-style-type: none"> <li>▪ Chairs of councils, committees</li> <li>▪ Department Chairs</li> <li>▪ Deans</li> </ul>	Chair enters information into Personnel Authorization System	VP, Human Resources monitors compliance
April 4 <sup>th</sup> Week	Institutional Memberships	AR 3.03.005	<ul style="list-style-type: none"> <li>▪ EVP, Finance &amp; Administration</li> </ul>	Issues guidelines regarding institutional memberships for next academic year	President monitors compliance
April 4 <sup>th</sup> Week	One College Concept	AR 3.02.002	<ul style="list-style-type: none"> <li>▪ EVP/Provost</li> </ul>	Issues guidelines for next academic year for Assistant Department Chairs and responsibilities which may be handled on campus (i.e. <i>Organizational Reference</i> )  VPs, Deans provide input	President monitors compliance
April 4 <sup>th</sup> Week	Pass/Fail Grade Options	AR 4.01.013 BOT D-1	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> </ul>	Submit recommendations to Deans for next academic year  Deans of Student Services inform counselors, advisors; update advising manual	EVP/Provost monitors compliance
April Last Week	April 28 – May 6, Early Voting		<ul style="list-style-type: none"> <li>▪ Special Assistant to President for Governmental &amp; Community Relations</li> </ul>		President monitors compliance
April/May	PEP Program	F-7 Personnel Performance Evaluation	<ul style="list-style-type: none"> <li>▪ Director, Professional Development &amp; Evaluation Programs</li> </ul>	Completion and tracking of annual evaluation	VP, Human Resources monitors compliance
May 1 <sup>st</sup> Week	Annual Report to Board - Extent and financial results of out-of-district activities, including an appropriate allocation of fixed and indirect program costs	BOT A-5 Service Area Responsibilities	<ul style="list-style-type: none"> <li>▪ EVP, Finance &amp; Administration</li> <li>▪ EVP, College Operations</li> <li>▪ Executive Director, Early College Start</li> </ul>	EVP presents report to Board	President monitors compliance
May 1 <sup>st</sup> Week	Update Faculty Qualification Table for Next Academic Year	AR 4.03.005	<ul style="list-style-type: none"> <li>▪ EVP/Provost</li> <li>▪ VP, Workforce</li> </ul>		EVP/Provost monitors compliance
May 1 <sup>st</sup> Week	Administrative Implementation of Board Policy	AR 3.03.011	<ul style="list-style-type: none"> <li>▪ President</li> <li>▪ EVP, Provost</li> </ul>	Revises <i>Organizational Reference</i> , <i>Referral Guide for Academic</i> , <i>Student &amp; Campus Affairs</i>	President monitors compliance

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Month	Activity	Reference	Primary Responsibility	Action	Other Roles
May 1 <sup>st</sup> Week	Faculty Loading - ADJ Faculty Loading - FT	AR 4.03.002 AR 4.03.004 BOT D-3	<ul style="list-style-type: none"> <li>▪ Deans</li> <li>▪ VPs</li> </ul>	<p>Deans review loading for Summer</p> <p>Deans recommend to VP any exceptions to overload guidelines</p> <p>VPs forward requests for approval of exceptions to President</p>	EVP/Provost monitors compliance
May 1 <sup>st</sup> Week	Publish Annual Staffing Table  Planned distribution of long-term positions, identify administrative positions, and include any changes from the previous year	BOT F-6 Staffing	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Part of operation budget	EVP, Finance & Administration monitors compliance
May 2 <sup>nd</sup> Week	Orientation - Adjunct Faculty and new FT faculty		<ul style="list-style-type: none"> <li>▪ Deans</li> </ul>	Prepare Summer orientation activities for new faculty	EVP/Provost monitors compliance
May 15	Fact Book		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Submit DRAFT Fact Book to President	AVP, OIEA monitors compliance
May 3 <sup>rd</sup> Week	Annual report to Board - Summary of enforcement activities associated with this policy	BOT F-11 Conflicts of Interest	<ul style="list-style-type: none"> <li>▪ EVP, Finance &amp; Administration</li> </ul>	Present report to Board	President monitors compliance
May 3 <sup>rd</sup> Week	Pay Dates for Next Academic Year	AR 6.10.010 BOT F-9, F-10	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Prepares next academic year pay dates; forwards to VP for approval	EVP, Finance & Administration monitors compliance
May 27	Summer Endangered Section Review	AR 3.03.012	<ul style="list-style-type: none"> <li>▪ EVP, College Operations</li> </ul>	Leads Summer '10 cancelled Class Review Session	EVP College Operations monitors compliance
May	Student Government Association Stipend Payments	AR 3.05.001	<ul style="list-style-type: none"> <li>▪ Director, Student Life</li> </ul>	<p>Processes Student Government Assoc. Stipends (officers and committee reps) for Spring</p> <p>Chairs of councils, committees, confirm participation/authorize payment</p>	VP, Student Support & Success Systems monitors compliance
May	Assessment Documentation	BOT Policy E-1, E-4	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> <li>▪ Deans</li> <li>▪ Cluster Group Leaders</li> </ul>	Create and enter Improvement Report in ACCeAssessment	AVP, OIEA monitors compliance
June 1 <sup>st</sup> Week	Annual Report to Board - Recruitment activities and costs; extent and composition of entry into, enrollment in, and completion of ACC programs;	BOT A-3 Equal Ed Opportunity	<ul style="list-style-type: none"> <li>▪ VP, Student Support &amp; Success Systems</li> <li>▪ AVP, OIEA</li> <li>▪ Marketing Executive</li> </ul>	VP presents report to Board	EVP, College Operations monitors compliance

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Month	Activity	Reference	Primary Responsibility	Action	Other Roles
	comparative costs to students of ACC and alternative local providers				
June 1 <sup>st</sup> Week	Annual Report to Board - Goal achievement rates by major/program, ethnicity, and gender; Describe the participation in and nature of support services in this area; Institutional plans and goals for improving the College's ability to serve students who do not succeed in reaching their declared goals	BOT A-6 Student Goal Achievement  A. Goal Declaration B. Advising /Counseling C. Financial Aid D. Counseling E. Results	<ul style="list-style-type: none"> <li>▪ VP, Student Support &amp; Success Systems</li> <li>▪ AVP, OIEA</li> <li>▪ Director, Student Assistance</li> </ul>	VP presents report to Board	EVP, College Operations monitors compliance
June 2 <sup>nd</sup> Week	Assign Mentors	AR 4.01.015	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> </ul>	Assign mentors for Summer	EVP/Provost monitors compliance
June 3 <sup>rd</sup> Week	June 16, New Hires/SACS Compliance Report	AR 4.03.005	<ul style="list-style-type: none"> <li>▪ Manager, Employment &amp; Outreach</li> </ul>	HR submits to President	VP, Human Resources monitors compliance
June 3 <sup>rd</sup> Week	Summer Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Provide Fall All Faculty roster to OIEA	AVP, OIEA monitors compliance
June 3 <sup>rd</sup> Week	Summer Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>▪ AVP, OIEA</li> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Review all faculty credentials roster by course	EVP/Provost monitors compliance
June 15	National Community College Benchmarking Project (NCCBP)		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Submit institutional data to NCCBP	AVP, OIEA monitors compliance
June Last Week	Begin Review of External MOUs (ISD & ACC external partnerships)	BOT C-6	<ul style="list-style-type: none"> <li>▪ Director, Early College Start</li> <li>▪ Executive Director, Grants Development</li> </ul>	Renew MOUs	EVP, College Operations monitors compliance
Semester	Payroll Errors Report	AR 6.10.011 BOT- F-9, F-10	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Prepares monthly report on all errors for Summer	EVP, Finance & Administration monitors compliance
June	Quarter 3 CBM00A - Continuing Education Student Report	Texas Education Code 61.051k	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
June	Quarter 3 CBM00C - Continuing Education Course Report	Texas Education Code 51.051 & 130.003	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Continuing Education Office</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
June	Spring CBM002 - Texas Success Initiative Report	Texas Education Code 51.306	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance

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Month	Activity	Reference	Primary Responsibility	Action	Other Roles
June	Spring CBM006 - College Credit End of Term Course Report	Texas Education Code 51.051 & 130.003	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Instructional Support Services</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
June of odd numbered years	State Self-reported Data Report		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Admissions</li> <li>▪ Instructional Support Services</li> </ul>	Analyze student & course information for the funding year and report necessary correction to the state auditor's office.	AVP, OIEA monitors compliance
July 1 <sup>st</sup> Week	Advisory Committees		<ul style="list-style-type: none"> <li>▪ Deans</li> </ul>	End of the year evaluation form for Deans to secure input from Advisory Committee members	VP, Workforce monitors compliance
July 1 <sup>st</sup> Week	Developmental Education Plan	AR 4.04.001 AR 4.04.004	<ul style="list-style-type: none"> <li>▪ EVP/Provost</li> <li>▪ VP, Student Support &amp; Success Systems</li> <li>▪ Deans</li> <li>▪ Department Chairs</li> </ul>	EVP/Provost convenes meeting	President monitors compliance
July 1 <sup>st</sup> Week	End of Fiscal Year	N/A	<ul style="list-style-type: none"> <li>▪ EVP, Finance &amp; Administration</li> </ul>	Sends all supervisors deadline date for processing current FY expenditures	President monitors compliance
July 15	Assessment Documentation	BOT Policy E-1, E-4	<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Report status of documentation to Deans, AVPs, VPs, President	AVP, OIEA monitors compliance
July 15	Kansas Study		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Submit data on-line	AVP, OIEA monitors compliance
July 4 <sup>th</sup> Week	Orientation - Adjunct Faculty and New FT Faculty		<ul style="list-style-type: none"> <li>▪ Deans</li> <li>▪ Director, Professional Development</li> </ul>	Finalize Fall orientation activities for new faculty	EVP/Provost monitors compliance
July	Conduct Annual Benefits Summer Enrollment		<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	HR coordinates fair and campus visits. Coordinate with Campus Managers as needed	EVP, Finance & Administration monitors compliance
July	Instructional Program Review	BOT Policy E-5	<ul style="list-style-type: none"> <li>▪ Deans</li> </ul>	Select self-study chairs and Instructional Program Review Committee representatives and notify the IPR committee co-chairs	Coordinator, Institutional Planning & Assessment provides support
July	Preliminary Enrollment Report for Summer		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Publish report	AVP, OIEA monitors compliance
July	Summer CBM001 - College Credit Student Report	Texas Education Code 61.0591 & 61.051k; Appropriation Rider	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> <li>▪ Admissions</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance
July	Summer CBM004 - College Credit Course Report	Texas Education Code 51.403 &	<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	AVP, OIEA monitors compliance

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<b>Month</b>	<b>Activity</b>	<b>Reference</b>	<b>Primary Responsibility</b>	<b>Action</b>	<b>Other Roles</b>
		61.059	<ul style="list-style-type: none"> <li>▪ Instructional Support Services</li> </ul>		
July	Student Profile for Summer		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Publish document	AVP, OIEA monitors compliance
Monthly	Monthly Expenditures Review	N/A	<ul style="list-style-type: none"> <li>▪ EVP, Finance &amp; Administration</li> </ul>	Presents monthly expenditures	VPs monitor Dean area budgets  EVP, Finance & Administration monitors compliance
On-going throughout the year	Payment Processing for Mentors	AR 4.01.014	<ul style="list-style-type: none"> <li>▪ Professional Development Office</li> </ul>	Process stipends for mentors	VP, Human Resources monitors compliance