

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

<b>Month</b>	<b>Activity</b>	<b>Reference</b>	<b>Primary Responsibility</b>	<b>Action</b>	<b>Other Roles</b>
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 3 <sup>rd</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 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 18	Fall Endangered Section Review	AR 3.03.012	<ul style="list-style-type: none"> <li>▪ EVP, College Operations</li> </ul>	Leads Fall '11 Endangered Section Review Session	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	VP, Human Resources monitors compliance
August 4 <sup>th</sup> Week	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>▪ IPR Committee</li> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Revise IPR guidelines, as needed and publish on IPR website	VP, OIEA monitors compliance
August	ACC Departmental Snapshots		<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Studies</li> </ul>	Publish Snapshot	VP, OIEA monitors compliance
August	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>▪ VP, OIEA</li> </ul>	Complete keyholder registration form on-line	President monitors compliance
August	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> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance

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August	Student Government Association Stipend Payments	AR 3.05.001	<ul style="list-style-type: none"> <li>Director, Student Life</li> </ul>	Processes Student Government Assoc. Stipends (officers and committee reps) for Summer Chairs of councils, committees, confirm participation/authorize payment	VP, Student Support & Success Systems monitors compliance
August	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	VP, OIEA monitors compliance
August	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Publish intensive year review templates to IPR webpage	Coordinator, Institutional Planning & Assessment provides support
September 1 <sup>st</sup> Week	eStaffing Notification	AR 4.06.004 AR 4.06.005 BOT Policy D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> </ul>	Staffing letters and posters distributed (for Spring '12)	EVP, College Operations 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 Policy E-3 Organizational Performance Evaluation/Auditing	<ul style="list-style-type: none"> <li>Executive Director, ACC Foundation</li> <li>EVP, Finance &amp; Administration</li> <li>VP, OIEA</li> </ul>	Present report to the Board of Trustees	VP, OIEA and President monitor 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, Instruction monitors compliance
September 1 <sup>st</sup> week	Create PA's & staffing table manual	BOT Policy F-6	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Following Board adoption of budget; enter new employee data	EVP, Finance & Administration monitors compliance
September 1 <sup>st</sup> week	Notification of stipend payment process for adjunct faculty who serve on councils, committees or in instructional departments (eliminate in fall semester)		<ul style="list-style-type: none"> <li>Chairs of councils, committees</li> <li>Department Chairs</li> </ul>	Chair ensures information is entered into Personnel Authorization System monthly or as stipulated by the committee	VP, Instruction monitors compliance
September 2 <sup>nd</sup> week	eStaffing	AR 4.06.004 AR 4.06.005 BOT Policy D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> <li>Department Chairs</li> </ul>	Staffing of Adjunct Faculty for Spring '12  Deans ensure use of eStaffing and monitor workload compliance  VPs review staffing reports	EVP, College Operations monitors compliance

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				(eStaffing) for compliance, implications for expanding adjunct faculty pools, etc.	
September	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>Self Study Teams</li> </ul>	Begin conducting program reviews. Departmental Review of data	Deans, VP monitor compliance; Coordinator, Institutional Planning and Assessment (OIEA) provides support
September	Assessment Documentation	BOT Policy E-3	<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	VP, OIEA monitors compliance
September	Support Services Review	BOT Policy E-3	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning and Assessment</li> </ul>	Start annual Support Services Review process with training session for all selected departments	VP, OIEA monitors compliance
September 1 <sup>st</sup>	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning and Assessment</li> </ul>	Publish Departmental Snapshots	VP, OIEA monitors compliance
September 1 <sup>st</sup> Week	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>IPR Committee Co-Chairs</li> </ul>	Provide orientation/training for Self-Study Team Chairs	EVP/Provost 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 Specialist, Marketing and College Relations	Deans, VPs monitor compliance
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 conducting placements for full-time faculty	EVP, Finance & Administration monitors compliance
September 2 <sup>nd</sup> Week	Placement Credit - Adjunct Faculty	AR 4.06.008 BOT Policy D-6	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Issues guidelines/calendar for conducting placements for 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	VP, 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	VP, 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>Coordinator, SACS</li> </ul>	Review "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> </ul>	Update information provided to the Office of Effectiveness & Accountability	AVP, IRT; Executive Dean, CE; VP, Instruction; EVP/Provost; VP

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Month	Activity	Reference	Primary Responsibility	Action	Other Roles
			<ul style="list-style-type: none"> <li>▪ Manager, HR Records</li> <li>▪ Executive Dir., Facilities &amp; Construction</li> </ul>		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 D-4	<ul style="list-style-type: none"> <li>▪ Department Chairs</li> </ul>	Review/edit or create/enter purpose statement in ACC E-Assessment database	Deans and VPs of credit instruction monitor compliance; Coordinator, Institutional Planning & Assessment provides support
September Last Week	PEP Program	F-7 Personnel Performance Evaluation	<ul style="list-style-type: none"> <li>▪ All Supervisors</li> </ul>	Completion of staff goal setting for the academic year	VP, Human Resources monitors compliance
Semester	Payroll Errors Report	AR 6.10.011 BOT- F-9, F-10	<ul style="list-style-type: none"> <li>▪ AVP, Finance and Budget</li> </ul>	Prepares monthly report on all errors and submits to the President	EVP Finance & Administration monitors compliance
September	Student Profile for Fall		<ul style="list-style-type: none"> <li>▪ Data Warehouse Programmer, Analyst</li> </ul>	Create report on TIPS	VP, OIEA monitors compliance
September	Preliminary Enrollment Report for Fall		<ul style="list-style-type: none"> <li>▪ Data Warehouse Programmer, Analyst</li> </ul>	Create report on TIPS	VP, OIEA monitors compliance
September	Quarter 4 CBM00C - 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	VP, OIEA monitors compliance
September	Quarter 4 CBM00C - Continuing Education 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	VP, OIEA monitors compliance
September	College Connection Preliminary Fall Enrollment Report		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>		VP, OIEA and EVP, College Operations monitor compliance
September 27	Course Schedule Development Team meets	AR 3.03.12	<ul style="list-style-type: none"> <li>▪ EVP, College Operations</li> </ul>	Annual Schedule Development Team meets to review Fall '12, Spring '13 and Summer '13	EVP College Operations monitors compliance
September	Master Plan	BOT Policy E-1	<ul style="list-style-type: none"> <li>▪ Cluster Group Leaders</li> </ul>	Send updated list of Cluster group members who should have "write access" in ACC eMasterPlan database	Coordinator, Institutional Planning & Assessment monitors and provides support
September	Master Plan	BOT Policy E-1	<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Open ACC eMasterPlan database for entering initiatives	Coordinator, Institutional Planning & Assessment monitors compliance and

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					provides support
September	Master Plan	BOT Policy E-1	<ul style="list-style-type: none"> <li>Cluster Group Leaders</li> </ul>	Begin to enter initiatives and initiative objectives into ACC EMaster-Plan database	Coordinator, Institutional Planning and Assessment monitors and provides support
October	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	VP, 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	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 and Analysis</li> </ul>	Submit the Institutional Characteristics and Completions, 12 month enrollment Surveys	VP, OIEA monitors compliance
October	Fact Book Preview		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Update data provided by external departments, publish and distribute	VP, OIEA monitors compliance
October	Data Retreat	BOT Policy A-4 BOT Policy D-4	<ul style="list-style-type: none"> <li>Student Success Initiative Research Coordinator</li> </ul>	Produce Data Notebooks	VP, OIEA monitors compliance
October 4 <sup>th</sup> Week	Course Schedule Development Rollover Released	AR 3.03.012	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	Issues Fall '12, Spring '13, Summer '13 schedule development guidelines; monitors section allocations	EVP College Operations monitors compliance
October 4 <sup>th</sup> Week	November 15 <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 BOT Policy D-4	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Produce ACC Snapshot report	VP, 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	VP, OIEA monitors compliance
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	VP, 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	VP, OIEA monitors compliance
October	Summer CBM00E1-College Credit Student End of Term Re-		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance

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	port				
October	Summer CBM002 – Texas Success Initiative Report	Texas Education Code 51.306	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance
October	Summer CBM00S – College Credit Student Schedule Report		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, 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	VP, OIEA monitors compliance
October	CBM00M - Annual Marketable 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	VP, OIEA monitors compliance
October	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>Self Study Team Chairs</li> </ul>	Present previous year's findings to Instructional VP	EVP/Provost monitors compliance
October	Assessment Documentation	BOT Policy E-1 BOT Policy D-4	<ul style="list-style-type: none"> <li>Department Chairs</li> </ul>	Create and enter Assessment Plan in ACC E-Assessment database	Coordinator, Institutional Planning and Assessment monitors compliance
November	Fact Book Preview		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Submit DRAFT copy of Fact Book Preview to President for feedback	VP, OIEA monitors compliance
November 3 <sup>rd</sup> Week	Develop College Academic Calendar for next academic year	BOT Policy E1	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	Draft proposed 2012-13 and 2013-14 academic calendar	President monitors compliance
November	Closing the Gaps		<ul style="list-style-type: none"> <li>VP, OIEA</li> </ul>	Submit revised Closing the Gaps targets to THECB	President 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
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	Complete draft of SACS Reaffirmation Compliance Certification	SACS <i>Principles of Accreditation</i>	<ul style="list-style-type: none"> <li>College-wide effort facilitated by OIEA</li> </ul>	Complete draft responses documenting ACC's compliance with all of SACS's <i>Principles of Accreditation</i>	VP, OIEA monitors compliance
December	Complete draft of Quality Enhancement Plan (QEP) proposal	SACS Core Requirement 2.12,	<ul style="list-style-type: none"> <li>SSISC Appointed Committee</li> </ul>	Write Quality Enhancement Plan that is designed to improve student	VP, OIEA monitors compliance

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	for SACS	SACS Comprehensive Standard 3.3.2		learning across ACC	
December	Student Government Association Stipend Payments	AR 3.05.001	<ul style="list-style-type: none"> <li>▪ Director, Student Life</li> </ul>	Processes Student Government Assoc. Stipends (officers and committee reps) for Fall Chairs of councils, committees, confirm participation/authorize payment	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 CBM001 - 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	VP, 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	VP, OIEA monitors compliance
December	Master Plan	BOT Policy E-1	<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Planning and Assessment</li> </ul>	Closes Master Plan database on last day before Winter recess	VP, OIEA monitors compliance
December	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>▪ Self Study Teams</li> </ul>	Complete all SWOTs by end of semester	Coordinator, Institutional Planning and Assessment monitors and provides support
January 2 <sup>nd</sup> week	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Planning and Assessment</li> </ul>	Enter one initiative from the program's QIP (from previous year) into the ACC EMaster Plan database	VP, OIEA monitors compliance
January 12	Spring Endangered Section Review	AR 3.03.012	<ul style="list-style-type: none"> <li>▪ EVP, College Operations</li> </ul>	Leads Spring '12 Endangered Section Review Session	EVP College Operations monitors compliance
January 3 <sup>rd</sup> Week	Faculty Evaluations		<ul style="list-style-type: none"> <li>▪ Coordinator, Faculty &amp; Staff Evaluations</li> <li>▪ Deans</li> </ul>	Faculty evaluation results sent to the Office of Faculty and Staff Evaluations	EVP/Provost monitors compliance; VP, Workforce
January	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	VP, OIEA monitors compliance
January 28	Master Plan	BOT Policy E-1	<ul style="list-style-type: none"> <li>▪ Cluster Group Leaders</li> </ul>	Present initiatives to IPC	VP, OIEA monitors compliance; Coordinator, Institutional Planning and Assessment provides support

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January	Master Plan	BOT Policy E-1	<ul style="list-style-type: none"> <li>Institutional Planning Council</li> </ul>	Prioritize Master Plan Initiatives	VP, OIEA monitors compliance; Coordinator, Institutional Planning and Assessment provides support
January 4 <sup>th</sup> Week	eStaffing Notification	AR 4.06.004 AR 4.06.005 BOT Policy D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> </ul>	Staffing letters and posters distributed for Summer '12	EVP, College Operations monitors compliance
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
January 5 <sup>th</sup> Week	eStaffing	AR 4.06.004 AR 4.06.005 BOT Policy D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> <li>Department Chairs</li> </ul>	Staffing of Adjunct Faculty for Summer '12  Deans ensure use of eStaffing and monitor workload compliance  VPs review staffing reports (eStaffing) for compliance, implications for expanding adjunct faculty pools, etc.	EVP, College Operations monitors compliance
Semester	Payroll Errors Report	AR 6.10.011 BOT Policy F-9 BOT Policy F-10	<ul style="list-style-type: none"> <li>AVP, Finance &amp; Budget</li> </ul>	Prepares monthly report on all errors and submits to the President	EVP Finance & Administration monitors compliance
February	Unit Level Effectiveness 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	VP, 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, Instruction monitors compliance
February 1 <sup>st</sup> Week	Annual report to BOT - Nature and results of College resource-development activities	BOT Policy E-5 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 Policy Compliance 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 Policy E-1	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	ACAC reviews/approves draft college academic calendar	President monitors compliance

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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	VP, OIEA monitors compliance
February 1 <sup>st</sup> Week	Resolution on Annual Review of Investment Strategy and Policy	BOT Policy G-9	<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 1 <sup>st</sup> Week	MSTA Process Notification	AR 4.06.004 AR 4.06.005 BOT Policy 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	Budget Planning Book		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> <li>AVP, Finance &amp; Budget</li> </ul>	Publish and distribute	VP, 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
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	VP, OIEA monitors compliance
February	Spring Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>Coordinator, SACS</li> </ul>	Review all faculty credentials roster by course	EVP/Provost monitors compliance
February	Instructional Program Review	BOT Policy E-4	<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 4 <sup>th</sup> Week	Department Chair Election Reminder	AR 4.04.011 BOT Policy C-2	<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	VP, 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	VP, 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	VP, 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	VP, 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	VP, OIEA monitors compliance

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
February	Spring CBM001-College Credit Student Report	Texas Education Code 61.0591 & 61.051k; Appropriation Rider	<ul style="list-style-type: none"> <li>Coordinator, Research and Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance
February	Fall CBM0E1 – College Credit End of Term Student Report		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance
February	Fall CBM00S – College Credit Student Schedule Report		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify for state report	VP, OIEA monitors compliance
February	Fall CBM008 – College Credit Faculty Report		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance
February	Student Profile for Spring		<ul style="list-style-type: none"> <li>Data Warehouse Programmer Analyst</li> </ul>	Create report on TIPS	VP, OIEA monitors compliance
February	Preliminary Enrollment Report for Spring		<ul style="list-style-type: none"> <li>Data Warehouse Programmer Analyst</li> </ul>	Create report on TIPS	VP, OIEA monitors compliance
February 28	Complete SACS Compliance Certification	<i>SACS Principles of Accreditation</i>	<ul style="list-style-type: none"> <li>SACS Coordinator</li> <li>VP, OIEA</li> </ul>	Finalize ACC's Compliance Certification incorporating comments from internal constituents and external reviewers	VP, OIEA monitors compliance
March 1 <sup>st</sup>	Support Services Review	BOT Policy E-3	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning and Assessment</li> </ul>	Support Service Review SWOT analysis due OIEA	Coordinator, Institutional Planning and Assessment provides support
March	Master Plan	BOT Policy E-1	<ul style="list-style-type: none"> <li>Cluster Group Leaders</li> </ul>	Submit Master Plan 2011-2013 updates/revisions for Master Plan 2012-2014	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 Policy G-7	<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

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

<b>Month</b>	<b>Activity</b>	<b>Reference</b>	<b>Primary Responsibility</b>	<b>Action</b>	<b>Other Roles</b>
March 1 <sup>st</sup> Week	Department Chair Elections	AR 3.02.003 BOT Policy C-2	<ul style="list-style-type: none"> <li>Deans</li> </ul>	Issue guidelines	EVP/Provost 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 Policy 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 15	Compliance Certification due to SACS	SACS <i>Principles of Accreditation</i>	<ul style="list-style-type: none"> <li>VP, OIEA</li> </ul>	Completed Compliance Certification submitted to SACS for evaluation	VP, OIEA monitors compliance
March	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>Department Chairs</li> </ul>	Complete and send Quality Improvement Plan Status Report to Office of Effectiveness & Accountability as an e-mail attachment	EVP/Provost monitors compliance
March 3 <sup>rd</sup> Week	eStaffing Notification	AR 4.06.004 AR 4.06.005 BOT Policy D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> </ul>	Staffing letters and posters distributed for Fall '12	EVP, College Operations monitors compliance
March 3 <sup>rd</sup> Week	Instructional Program Review	BOT Policy E-4	<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 4 <sup>th</sup> Week	Upward Evaluation	BOT Policy 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 Policy D-6	<ul style="list-style-type: none"> <li>AVP, Information Technology</li> <li>Department Chairs</li> </ul>	Staffing of Adjunct Faculty for Fall '12  Deans ensure use of eStaffing and monitor workload compliance	EVP, College Operations monitors compliance

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
				VPs review staffing reports (eStaffing) for compliance, implications for expanding adjunct faculty pools, etc.	
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	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	VP, 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	VP, OIEA monitors compliance
April 1 <sup>st</sup> Week	Annual employment profile report	BOT Policy 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 (Board Bulletin)	VP, Human Resources monitors compliance
April 1 <sup>st</sup> Week	Faculty Loading - ADJ Faculty Loading - FT	AR 4.03.002 AR 4.03.004 BOT Policy 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
April 1 <sup>st</sup> Week	Review Shared Governance Structure for the next academic year	BOT Policy C-5	<ul style="list-style-type: none"> <li>▪ Shared Governance Review Council</li> </ul>	Issues memo with grid showing councils, committees, etc. for review/suggestions from employee organizations and ALT	President monitors compliance

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
April 1 <sup>st</sup> Week	Annual Report to Board – Tuition/Fees	BOT Policy G-7	<ul style="list-style-type: none"> <li>▪ EVP/Provost</li> <li>▪ VP, Instruction</li> <li>▪ VP, Student Support &amp; Success Systems</li> <li>▪ Deans</li> <li>▪ Department Chairs</li> </ul>	Present Policy Compliance Report to Board as part of draft Operating Budget	President and EVP, Finance & Administration monitor compliance
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 Policy 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	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	VP, OIEA monitors compliance
April 15	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>▪ Program Review Self-study Chairs</li> </ul>	Submit Instructional Program Review Summary and Quality Improvement Plan to IPR Committee co-chairs	EVP/Provost monitors compliance
April 15 – September 15	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>▪ Chairs, Program Review Self-Study Team</li> </ul>	Make appointment with Instructional Vice President to present findings of the review	EVP/Provost monitors compliance
April 20	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Publish reports from Self Study Teams on Blackboard site	VP, OIEA monitors compliance
April 3 <sup>rd</sup> Week	Instructional Program Review	BOT Policy E-4	<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

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
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 Policy 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 30	Review and finalize draft QEP proposal	SACS Core Requirement 2.12 and Comprehensive Standard 3.3.2	<ul style="list-style-type: none"> <li>Student Success Initiative Steering Committee appointed committee</li> </ul>	Complete draft QEP proposal incorporating comments from stakeholders and external reviewers	VP, OIEA 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>	Support Services Review Reports due	BOT Policy E-3	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning and Assessment</li> </ul>	Support Service Review Reports must be submitted to OIEA	Coordinator, Institutional Planning and Assessment provides support
May 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	BOT Policy 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>	Presents Policy Compliance Report to the Board	EVP, Finance & Administration and President monitor compliance

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
	and facilities				
May 1 <sup>st</sup> Week	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>▪ Deans</li> </ul>	<p>Select Self Study Chairs and IPR Committee Representatives.</p> <p>Notify IPR Committee Chairs and Coordinator of Institutional Planning and Assessment in OIEA</p>	EVP/Provost monitors compliance; Coordinator, Institutional Planning and Assessment provides support
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 Policy A-3 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	Annual report to Board-Nature and extent of linkage activities, financial terms, and operational results of community partnerships, and any plans or recommendations for changes in this area	BOT Policy C-6 College-Community Linkages Communication Linkages Operations Linkages	<ul style="list-style-type: none"> <li>▪ President</li> <li>▪ EVP, College Operations</li> </ul>	EVP compiles	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, Instruction</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, Referral Guide for Academic, Student &amp; Campus Affairs</i>	President 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 Policies F-1, F-3, F-5, F-6, F-9	<ul style="list-style-type: none"> <li>▪ VP, Human Resources</li> </ul>	Part of operating budget process	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 11	SACS Off-Site Committee reviews ACC's Compliance Certification and issues report	<i>SACS Principles of Accreditation</i>	<ul style="list-style-type: none"> <li>▪ President</li> <li>▪ VP, OIEA</li> </ul>	SACS report determines areas that ACC is in compliance with SACS Principles and the areas that further documentation and information is required to determine compliance	VP, OIEA monitors compliance

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
May	Fact Book		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Submit DRAFT Fact Book to President	VP, OIEA monitors compliance
May 3 <sup>rd</sup> Week	Annual report to Board - Summary of enforcement activities associated with this policy	BOT Policy F-11 Conflicts of Interest	<ul style="list-style-type: none"> <li>EVP, Finance &amp; Administration</li> </ul>	Present report to Board (written)	President monitors compliance
May 3 <sup>rd</sup> Week	Pay Dates for Next Academic Year	AR 6.10.010 BOT Policy F-9 BOT Policy F-10	<ul style="list-style-type: none"> <li>AVP, Finance and Budget</li> </ul>	Prepares next academic year pay dates; forwards to VP for approval	EVP, Finance & Administration monitors compliance
May 24	Summer Endangered Section Review	AR 3.03.012	<ul style="list-style-type: none"> <li>EVP, College Operations</li> </ul>	Leads Summer '12 Endangered Section Review Session	EVP College Operations monitors compliance
May 30	Conference call with SACS Off-Site Review Team	SACS <i>Principles of Accreditation</i>	<ul style="list-style-type: none"> <li>President</li> <li>VP, OIEA</li> <li>SACS Leadership Team</li> </ul>	Discuss the Off-Site Committee's findings from their review of ACC's Compliance Certification	VP, OIEA monitors compliance
May 31	Instructional Program Review	BOT Policy, E-4	<ul style="list-style-type: none"> <li>IPR Committee</li> </ul>	Review IPRS, QIP and complete PSF and provide feedback to programs	EVP/Provost monitors compliance
May	Student Government Association Stipend Payments	AR 3.05.001	<ul style="list-style-type: none"> <li>Director, Student Life</li> </ul>	Processes Student Government Assoc. Stipends (officers and committee reps) for Spring  Chairs of councils, committees, confirm participation/authorize payment	VP, Student Support & Success Systems monitors compliance
May	Assessment Documentation	BOT Policy E-1 BOT Policy D-4	<ul style="list-style-type: none"> <li>Department Chairs</li> </ul>	Create and enter Improvement Report in ACC E-Assessment (deadline-June 15)	Deans monitor compliance
June 1 <sup>st</sup> Week	Compensation Review	BOT Policy F-10 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
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; comparative costs to students of ACC and alternative local providers	BOT A-3 Equal Ed Opportunity	<ul style="list-style-type: none"> <li>VP, Student Support &amp; Success Systems</li> <li>VP, OIEA</li> <li>Executive Director, PICM</li> </ul>	VP presents report to Board	EVP, College Operations monitors compliance
June 1 <sup>st</sup> Week	Annual Report to Board - Goal achievement rates by	BOT Policies A-1, A-2, A-4, A-6	<ul style="list-style-type: none"> <li>VP, Student Support &amp; Success Systems</li> </ul>	VP presents report to Board	EVP, College Operations monitors compliance

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
	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	A. Goal Declaration B. Advising /Counseling C. Financial Aid D. Counseling E. Results	<ul style="list-style-type: none"> <li>▪ VP, OIEA</li> <li>▪ Director, Student Assistance</li> </ul>		
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 10 <sup>th</sup>	Submit nominations for QEP Evaluator to SACS	SACS Core Requirement 2.12 and Comprehensive Standard 3.3.2	<ul style="list-style-type: none"> <li>▪ SSISC nominated committee</li> </ul>	Submit ACC's nomination for an external expert to review ACC's QEP when SACS On-Site Review Team visits ACC	VP, OIEA 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	VP, 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>▪ VP, OIEA</li> <li>▪ Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Review all faculty credentials roster by course	EVP/Provost monitors compliance
June	National Community College Benchmarking Project (NCCBP)		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Submit institutional data to NCCBP	VP, OIEA monitors compliance
Semester	Payroll Errors Report	AR 6.10.011 BOT- F-9, F-10	<ul style="list-style-type: none"> <li>▪ AVP, Finance &amp; Budget</li> </ul>	Prepares monthly report on all errors	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	VP, 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	VP, 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	VP, OIEA monitors compliance
June	Spring CBM008 - College Credit Faculty Report		<ul style="list-style-type: none"> <li>▪ Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance

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Month	Activity	Reference	Primary Responsibility	Action	Other Roles
June	Spring CBM0E1 – College Credit End of Term Student Report		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance
June	Spring CBM00S – College Credit Student Schedule Report		<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Edit, submit to state, correct and certify data for state report	VP, OIEA monitors compliance
June Last Week	Begin Review of External MOUs (ISD & ACC external partnerships)	BOT Policy C-6	<ul style="list-style-type: none"> <li>Executive Director, School Relations</li> <li>Executive Director, Grants Development</li> </ul>	Renew MOUs	EVP, College Operations monitors compliance
June 30	Completed QEP Proposal due	SACS Core Requirement 2.12 and Comprehensive Standard 3.3.2	<ul style="list-style-type: none"> <li>SSISC nominated committee</li> </ul>	Finalize QEP Proposal for submission to SACS	VP, 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, Instruction 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>AVP, College Access Programs</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	Assessment Documentation	BOT Policy E-1 BOT Policy D-4	<ul style="list-style-type: none"> <li>Coordinator, Institutional Planning &amp; Assessment</li> </ul>	Report status of documentation to Deans, AVPs, VPs, President	VP, OIEA monitors compliance
July 15	Submit QEP Proposal to SACS	SACS <i>Principles of Accreditation</i>	<ul style="list-style-type: none"> <li>SSISC nominated committee</li> </ul>	Submit final QEP Proposal to SACS for evaluation by external QEP Evaluator and SACS On-Site Review Team	VP, OIEA monitors compliance
July 15	SACS sends On-Site Committee reaffirmation materials	SACS <i>Principles of Accreditation</i>	<ul style="list-style-type: none"> <li>President</li> <li>VP, OIEA</li> <li>SACS Leadership Team</li> </ul>	SACS sends ACC materials to organize the SACS On-Site Committee's visit to ACC	VP, OIEA monitors compliance
July	Conduct Annual Benefits 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-4	<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

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**

Month	Activity	Reference	Primary Responsibility	Action	Other Roles
July	Preliminary Enrollment Report for Summer		<ul style="list-style-type: none"> <li>Data Warehouse Programmer Analyst</li> </ul>	Create report on TIPS	VP, 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	VP, OIEA monitors compliance
July	Summer CBM004 - College Credit Course Report	Texas Education Code 51.403 & 61.059	<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	VP, OIEA monitors compliance
July	Student Profile for Summer		<ul style="list-style-type: none"> <li>Data Warehouse Programmer Analyst</li> </ul>	Create report on TIPS	VP, OIEA monitors compliance
July	Instructional Program Review	BOT Policy E-4	<ul style="list-style-type: none"> <li>Coordinator, Research &amp; Analysis</li> </ul>	Publish program-specific data for intensive year reviews	VP, OIEA monitors compliance
July	Summer Faculty Roster Review	SACS Comprehensive Standard 3.7.1	<ul style="list-style-type: none"> <li>Coordinator, SACS</li> </ul>	Review all "faculty credentials roster by course"	EVP/Provost 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 4 <sup>th</sup> Week	Board Orientation Modules		<ul style="list-style-type: none"> <li>President's Leadership Team</li> </ul>	Review/revise	President monitors compliance
July 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 Policy D-3, Faculty Workloads	<ul style="list-style-type: none"> <li>VP, Human Resources</li> </ul>	Present report to the Board (Bulletin)	EVP/Provost monitors compliance
July 4 <sup>th</sup> Week	Employee Performance Excellence Program (PEP) Reviews are to be completed	BOT Policy F-7	<ul style="list-style-type: none"> <li>Director, Faculty and Staff Evaluation</li> </ul>	Employee performance is reviewed by their supervisor	VP, Human Resources 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>Department Chairs</li> </ul>	Process stipends for mentors	VP of Instruction monitors compliance
Summer	Instructional Program Review	Board Policy E-4	<ul style="list-style-type: none"> <li>Deans</li> <li>Department Chairs</li> </ul>	Review, discuss and revise Instructional Program Review Summary, Quality Improvement Plans and Program Summary Form	EVP/Provost monitors compliance; Coordinator, Institutional Planning and Assessment provides support

**ACADEMIC YEAR 2011-2012 ANNUAL PLANNING CALENDAR/EXPECTATIONS OF SUPERVISORS**