

# LAMC Office of Institutional Effectiveness Research Calendar

Term	Month	Due	Activity	Priority	Level	Venue
<b>FALL SEMESTER</b>	<b>Throughout</b>		• Provide data for faculty evaluations (e.g., success, retention, grade distribution, etc.)	medium	Department	
	<b>At some point</b>		• College Institutional Effectiveness Report to the Board of Trustees (BOT)	high	District	LACCD BOT IESSC
	<b>August</b>	all	• Provide daily headcount and enrollment reports for Fall Semester	medium	College	
		mid	• Prepare assessment for Fall Kickoff event and provide assistance with event	medium	College	Fall Kickoff
		end	• Prepare performance data on student achievement outcomes (for evaluation and improvement of the institution-set standards) for initial review/discussion by the Academic Senate	high	College	Academic Senate
		end	• Compile and analyze data on the LAMC Strategic Master Plan and LACCD District Strategic Plan (DSP)	high	College	College Council Retreat
		end	• Prepare presentation of data and progress on the LAMC Strategic Master Plan/DSP	high	College	College Council Retreat
		end	• Prepare, administer, and analyze results of College Council Strategic Planning Retreat evaluation	medium	College	College Council Retreat
		end	• If changes have been recommended to the College Mission Statement: Prepare materials for discussion of alignment of College Mission Statement, LAMC Strategic Master Plan goals, and DSP goals	high	College	College Council Retreat
		end	• Prepare data analysis/data tools training presentation for Flex Day (if requested)	high	College	Flex Day
	<b>September</b>	end	• Assist with Title IX data and reports	high	State/Federal	
		early	• Validate MIS Program Awards file before submission	high	State	
		early	• Publish Mission Learning Report (MLR) based on data compiled over the summer	high	College	
		early	• Town Hall meeting - discuss institutional planning with campus community (e.g., resources for data-informed decision-making and other topics as needed)	high	College	Town Hall
		early	• If having a Winter Intersession: Provide enrollment trend data for strategic enrollment management and course schedule decision-making	high	College	
		early-mid	• Provide daily headcount and enrollment reports for Fall Semester	medium	College	
		mid	• Annual Financial Plan - Attachment II (Annual Enrollment Plan)	high	District	
	<b>October</b>	mid	• Participate in District Academic Senate Summit	low		
		end	• Update local copies of student enrollment, section information, and faculty assignment databases with Summer data	high	College	
		end	• Basic Skills Initiative Report - data analysis section	high	State	
		early	• Prepare materials/presentation/assessment for Annual SLO Summit	high	College	SLO Summit
		early	• Attend Strengthening Student Success Conference	medium		
		mid	• IPEDS Fall Survey data review	high	Federal	
		mid	• Launch annual Student Survey (College or District)	high	College/District	
<b>November</b>	mid	• Launch annual Faculty/Staff Survey	high	College		
	mid-end	• First Quarter Financial Report - Enrollment Management Section	high	District		
	end	• Provide daily headcount and enrollment reports for Winter Intersession	medium	College		
	end	• Provide data for Fall DE faculty stipends to HR	medium	College		
	all	• Provide daily headcount and enrollment reports for Winter Intersession	medium	College		
	early	• Broadcast Music, Inc. (BMI) Annual Report (full-time/part-time student enrollment)	medium	College		
<b>December</b>	early-mid	• FTES projection meeting with District Office	high	District		
	mid-end	• Attend CAIR Conference	medium			
	mid-end	• Provide daily headcount and enrollment reports for Spring Semester	medium	College		
	end	• Analyze results of annual Transfer Fair evaluations	medium	Dept./Unit		
	all	• Provide daily headcount and enrollment reports for Winter Intersession and Spring Semester	medium	College		
<b>Dec.</b>	early	• STEM Grant data	medium	Grant		
	mid	• College Board Annual Survey of Colleges data	low	External		
	mid	• Enrollment numbers for HACU membership renewal	medium	Office of Pres.		

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<b>WINTER</b>	<b>Dec.</b>	end	• Determine Department Chair re-assign time for next year based on Fall FTEF	high	College	
		end	• Data and content analysis of annual Student Survey	high	College	
		end	• Data and content analysis of annual Faculty/Staff Survey	high	College	
		end	• Post Student and Faculty/Staff survey results and content analyses on OIE website	medium	College	Website
	<b>January</b>	all	• Provide daily headcount and enrollment reports for Spring Semester	medium	College	
		all	• Work with IT on Program Review system enhancements	high	College	
		early	• Provide daily headcount and enrollment reports for Winter Intersession	medium	College	
		early	• Post IPEDS Data Feedback Report to OIE website	low	College	Website
		early	• Provide faculty hiring data to Faculty Hiring Prioritization Committee	high	College	
		mid-end	• Second Quarter Financial Report - Enrollment Management Section	high	District	
end	• Determine changes to allocation of hours across departments/disciplines for next academic year, including consideration of student placement data	high	College			
end	• Provide data for Winter DE faculty stipends to HR	medium	College			
end	• Provide enrollment information for ACCJC Directory Report (for determination of dues)	high	ACCJC			
31st	• Gainful Employment Disclosures for Certificates - compile data and report on CTE websites	high	Federal			
<b>SPRING SEMESTER</b>	<b>Throughout</b>		• Provide data for faculty evaluations (e.g., success, retention, grade distribution, etc.)	medium	Dept/Unit	
			• Responding to ad hoc Program Review requests for data and assistance	medium	Dept/Unit	
			• Assist with interpretation of PLO and ILO roll-up assessment results	high	College	
	<b>February</b>	all	• Continue working with IT on Program Review system enhancements	high	College	
		all	• Provide daily headcount and enrollment reports for Spring Semester	medium	College	
		mid	• IPEDS Winter Survey data review	high	Federal	
		mid	• Coordinate/assist in reporting HSI Eligibility data	medium	Grant	
		mid	• Provide data for Achieving the Dream interventions, including Fall Kickoff and math and English interventions	medium	College	
		mid	• Attend Achieving the Dream Annual Conference	high		
		end	• Provide enrollment trend data for strategic enrollment management and course schedule decision-making for Summer and Fall	high	College	
		end	• Review State Chancellor's Office Scorecard Report for LAMC for data accuracy	high	State	
	end	• Provide unit-specific Student and Faculty/Staff survey data to individual College units	high	College		
	<b>March</b>	early	• Assistance with data needed for Peterson's Annual Survey of Undergraduate Financial Aid	low	External	
		early	• Update local copies of student enrollment, section information, and faculty assignment databases with Fall and Winter data	high	College	
		early	• Distribute annual "tips sheet" for analyzing data in Program Review	high	College	
		early-mid	• Program Review online system trainings	high	College	
mid		• Submit corrections to MIS data, Master Course File, and/or college description for State Chancellor's Office Scorecard Report for LAMC	high	State		
end		• Provide data for Spring DE faculty stipends to HR	medium	College		
end		• Update online static student characteristics, enrollment, transfer, awards, and other reports	medium	College	Website	
31st	• ACCJC Annual Report data	high	ACCJC			
<b>April</b>	early	• IPEDS Spring Survey data review	high	Federal		
	early	• Post State Chancellor's Office Scorecard Report for LAMC on the OIE website	low	State	Website	
	early	• Provide data interpretation trainings at Council of Instruction and Student Support Services Committee meetings	high	College	COI, SSSC	
	early	• Attend Research and Planning (RP) Conference	medium			

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SPRING	April	mid	• NSF STEM Grant Application data and assistance (every three years, next = Spring 2014)	medium	Grant	
		mid-end	• Third Quarter Financial Report - Enrollment Management Section	high	District	
		mid-end	• Provide daily headcount and enrollment reports for Fall Semester and Summer Intersession	medium	College	
	May	all	• Provide daily headcount and enrollment reports for Fall Semester and Summer Intersession	medium	College	
		early	• Achieving the Dream Annual Reflection Narrative and Data Report	medium	College	
mid		• Annual Proposed Instructional Plan for next academic year	high	District		
end		• Administer and analyze results of SLO Student Survey	medium	College		
	end	• Attend District Achieving the Dream Retreat	medium			
	end	• Complete OIE Annual Unit Assessment (Program Review), including revision/updating of the research calendar	high	College		
SUMMER	June	all	• Provide daily headcount and enrollment reports for Fall Semester and Summer Intersession	medium	College	
		all	• Work on Mission Learning Report	medium	College	
		early	• Provide data for graduation ceremony	medium	College	
		end	• Prepare summary of Program Review feedback for consideration by PROC	medium	College	
	July	all	• Provide daily headcount and enrollment reports for Fall semester	medium	College	
		all	• Continue working on Mission Learning Report	medium	College	
		mid	• Provide data for Summer DE faculty stipends to HR	medium	College	
		mid-end	• Fourth Quarter Financial Report - Enrollment Management Section	high	District	
		end	• Update local copies of student enrollment, section information, and faculty assignment databases with Spring data	high	College	
		end	• Provide enrollment trend data for strategic enrollment management and course schedule decision-making for Spring	high	College	
	end	• Provide annual summary of data on relationship between student learning styles and needs, instructional delivery and pedagogical approaches, and achievement of student learning outcomes	medium	College		
	end	• Provide annual summary of Eagle's Nest activities and disseminate report electronically	medium	College		
ONGOING	In accordance with Accreditation Cycle & Report/Follow-Up Report due dates		• Provide data for institutional and student characteristics sections of Self-Evaluation and Mid-Term Reports, and respond to requests for data for follow-up reporting as needed	high	College	
	Year-round		• Assist with assessments for individual College units as needed (e.g., Point-of-Service surveys, CTE industry surveys, and ad hoc workshop assessments, etc.)	medium	Dept/Unit	
			• Assist users in the use of data from the College's OIE website	medium	Varies	
			• Assist faculty in collecting and analyzing data to better address students' learning styles and needs to improve student learning	medium	Dept/Unit	
			• Provide data and assistance for grant applications as needed/requested according to the system for prioritizing research requests	medium	Grant	
		• Fulfilling ad hoc reseach and data requests according to the system for prioritizing research requests	all	All		