





November 9-13, 2020										
November 16-20, 2020	November 20, 2020-Last Day to Withdrawal - Full Term courses <b>AND</b> November 16, 2020-Registration begins for SP21 semester									
November 23-27, 2020	November 26-December 4, 2020-Thanksgiving Holiday Campus Closed									
November 30-December 4, 2020	November 26-December 4, 2020-Thanksgiving Holiday Campus Closed <b>AND</b> December 4, 2020- <b>Semester Ends</b>									

**December 2020**

		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
December 7-11, 2020	December 7, 2020 12:00PM-Final Grades Due with Degree date <b>AND</b> December 10, 2020-Grades Available to Students									
December 14-18, 2020										
December 21-25, 2020	December 21-January 1, 2021-Campus Closed									
December 28-January 1, 2020	December 21-January 1, 2020-Campus Closed									

**January 2021**

		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
January 4-8, 2021										
January 11-15, 2021		In-Service Training	January 15, 2021	Faculty Senate	Campuswide	To ensure dequate training for faculty	Faculty Survey	At the end of the in service training, all faculty will complete a survey and those results analyzed	HLC compliance	VP Office
January 18-22, 2021	January 18, 2021-MLK Holiday-CAMPUS CLOSED <b>AND</b> January 19, 2021- <b>Semester Begins</b>	Academic Department Strategic Plan update Training	January 22, 2021	VP of Instruction	All Directors	Assurance all directors understand strategic planning from Dpt level to the campus level and how the strategic plan is incorporated into fiscal planning	Lecture meeting conducted by VP	VP will announce training date for all directors. Sign in documents mandatory. Copy of training documents provided.	Data will be used to assist with completion of annual Department reports	VP Office
January 25-29, 2021	January 29, 2020-Last Day to Add Full Term Courses Only <b>AND</b> Last Day to Drop without a grade** <b>AND</b> Deadline to Change from Audit to Credit (1st 8 week courses)	Academic Department Strategic Plan update due	January 29, 2021	VP of Instruction	All Directors	Academic Department review to ensur alignment of stragetig plan and department process	Strategic Plan Template	Training is provided the 3rd week of January. Dpt strategic plan discussed with VP. Alignment of pain to college strategic plan.	Ability to share report with departments (Academic and Non-Academic) for cross reference. On-track analysis by department to ensure alignment of all college and dpt plan.	VP Office

## February 2021

		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
February 1-5, 2021	February 5, 2021-Census AND Deadline to Change from Audit to Credit - Full Term Courses	Academic Department Strategic Plan/Budget Prep Work	February 5, 2021	VP of Instruction and Finance	Campus wide	To ensure fiscal responsibility within all departments while meeting the needs of the departments	Template with requirements for supporting documentation provided by Fiscal Office	Fiscal Office will provide training during prep week for all requirements for the report. All directors to start analyzing budget requirements and draft budget report	Mutual assistance for fiscal office and department to prioritize departmental needs based on budget availability.	Department and Fiscal Office
February 8-12, 2021										
February 15-19, 2021										
February 22-26, 2021		Alumni Suveys (Programs, by department)	February 26, 2021	Directors	Campus wide	To better understand what the department could have done better concerning the needs of future students.	Alumni Survey	Administrative assistance to determine alumni. Determine method in which to receive incoming surveys (email, Mail, text, etc). Once complete, administrative assistance compiles and charts results of alumni survey for review by department director. Director then shares results with VP of Instruction	Better department deliverables to future students.	Departments and summary in VP office

## March 2021

		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
March 1-5, 2021	March 5-9, 2021-Mid-Term Exam Week	Course Learning Outcome Training	April 30, 2021	Faculty Senate	Faculty and students	Understanding of course learning objectives in terms of measureability, benchmarking and deliverability within the classroom. HED requirements for required objectives and importance of all objectives being taught and tested within the classroom.	Course learning objectives end of course paperwork.	Faculty Senate shall designate knowledgeable faculty within themselves to prepare presentation for this specific training. Upon completion of training of faculty and other stakeholders (Directors), supporting documentation (presentation, sign in sheets are provided to VP of instruction for review and filing.	Provide evidence that faculty are knowledgeable concerning madated course learning objectives in a particular course. Seves as training for new faculty and refresher to seasoned faculty.	VP Office
March 8-12, 2021	March 8, 2021 12:00PM-Mid-Term Grades Due to Registrar AND March 8-12, 2021-Spring Break-STUDENTS & FACULTY AND March 11-12, 2021-Campus Closed and March 10, 2021-Mid-Term Grades Available to Students	Strategic Planning Annual Update Due	March 12, 2021	Strategic Planning & Institutional Analysis Committee	Campus wide	Determine achievement named goals, rewrite of achieved goals and discussions if goals were not met, reason for not meeting those goals and discussion how campus will meet those goals.	Existing Strategic Plan	SP&IA will meet as a committee with agenda, minutes and attendance sheets which when approved will be posted on the LCC website for transparency. The chair will provide plan of issues which need to be addressed and by whom, final report with update deliverable to President, LCC for presentation to the Board of Trustees. Committee to meet within enough time as deemed necessary by SP&IA Chair prior to March 12, 2021 due date	Strategic Plan update used to ensure Strategic plan goals are being sought and obtained.	LCC Wensite for final plan and all supporting documentation to be housed in VP Office
March 15-19, 2021	March 19, 2021-Deadline to Change from Credit to Audit (Full Term Courses)	Student Midterm Grades Due	March 19, 2021	Department Directors	Faculty and Dpt Directors	Ensure all enrolled students are progressing satisfactorily through mid term of the semester.	Mid Term grade rosters from each faculty.	Registrar's office, upon receipt of all grade rosters, will sort and provide all departments with copy of dpt's owned grade rosters. Department Advisors will contact students "At Risk" and assist for successful completion of the course. Upon completion of contact with students, advisors will complete report for director signature and approval.	Identification and assistance of students who are at risk assisting with a successful completion of the course.	Departments and overall summary to VP of at risk students
March 22-26, 2021		Department Budget review and finalization	March 26, 2021	Fiscal Office	Adminstrators	To ensure fiscally responsible decisions based on priority and department need are met,	Template previously provided by fiscal Office	Draft budgets completed by department directors, review of budget template by administration. Department presentation to Board of Trustees. Fiscal Office finalization of budget. Dpt notification of allotted funds.	Fiscal responsibility with oversight from all levels ensuring strategic goals (campus and Dpt) are met	Department and Fiscal Office
March 29-April 2, 2021	April 2-April 5, 2021-Easter Break Holiday-CAMPUS CLOSED									

## April 2021

		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
April 5-9, 2021	April 5, 2021-Early Registration Begins for SU2021 AND April 9, 2021-Deadline to Apply to Graduate	Classroom Teaching Evaluations Due (Course Observations) (FTI/Adjunct)	April 9, 2021	Directors	Faculty	To assist faculty with classroom techniques and offer guidance if necessary	Course observation sheets	All faculty (online/face to face) will be assessed using the course observation worksheet. Those sheets will then be finalized with a copy sent to the faculty evaluated.	Data used for compliance with established standards i.e., QM, NM Business Consortium, etc.	Department personnel files
April 12-16, 2021	April 12, 2021-Early Registration Begins for FA2021	Classroom Teaching Evaluations (Course Observations) Due (Dual Credit Instructors	April 16, 2021	Directors	Dual Credit Faculty	To assist dual credit faculty with classroom techniques and offer guidance if necessary	Course observation sheets	All dual credit faculty will be assessed using the course observation worksheet in their classroom. Those sheets will then be finalized with a copy sent to the faculty evaluated.	Data used for compliance with established standards i.e., QM, NM Business Consortium, etc.	Department personnel files



June 2021										
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
June 7-11, 2021	June 7, 2021-SU2021 Semester Begins and June 11, 2021-Last Day to Add AND	Data Set/Templates Provided to Academic Directors for Annual Department Reports	July 11, 2021	IR Department	Directors	Preparation of directors to prepare the annual department report	Dpt Annual review template and excel sheet date from IR for data sets	IR will prepare department data sets and email those sets to each director. The director will review dataset and prepare to use data within the department report. Report template will be emailed from VP of instruction office for use by the directors.	For inclusion into the department annual report	VP office
June 14-18, 2021	June 18, 2021-Deadline to Change from Audit to Credit AND June 18, 2021-Deadline to Change from Credit to Audit									
June 21-25, 2021	June 25, 2021-Census									
June 28-July 2, 2021										

July 2021										
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
July 4, 2021	July 4, 2021-Independence Day Holiday-CAMPUS CLOSED									
July 5-9, 2021	July 9, 2021-Deadline to Apply to Graduate-Summer Graduates (If you have not applied) AND July 9, 2021-Last Day to Withdrawal - full term courses	Annual Academic Dpt Reports Due	July 5, 2021	VP, Instruction	Campus Wide	To revalidate current practices within the departments and having the ability to archive past information for reference	Department Report Templates	VP assigns department report along with 30 days prior to due date. Directors complete report, drafts due 1 week before final due date allowing for VP to make revisions. Final Reports after corrections finalized and archived. Draft and final copies due in digital format	Reference material for past practices within the department.	VP of Instruction and copy in department for reference
July 12-16, 2021										
July 19-23, 2021										
July 26-30, 2021	July 28 - Friday, July 30, 2021-Final Exam Week AND July 30, 2021	CAB Workforce Surveys	July 31, 2021	CAB Administrators	Directors with CABs	To understand needs of the community and assess how LCC can meet those needs; sharing of information with mutual benefit to both	CAB Surveys	CAB Directors construct meaningful surveys. Surveys are given to Community CAB members and stakeholders. Surveys are distributed NLT the first week of July. Surveys are tallied, results analyzed. Summary of results reported to VP electronically for archive	To better understand the changing of CAN member needs and assess how LCC can meet those needs. Opportunity to continue mutual growth between LCC and the Community	VP of Instruction and copy in department for reference

August 2021										
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
August 2-6, 2021	August 2, 2021 at 12 noon-Final Grades Due AND August 5, 2021-Grades Available to Students AND August 2, 2021-Summer Degree Date									
August 9-13, 2021										
August 16-20, 2021	August 20, 2021-New Student Orientation									
August 23-26, 2021	August 23, 2021-FA2021 Semester Begins	Student Services Customer Service Survey (Student Survey)	August 28, 2021	Student Services Director	All Campus, emphasis on Students	To offer a vehicle for all stakeholders to opine better customer service given by the student services department.	Customer service survey from Student Services	Survey to be released to all stakeholders the first workday of August of each year. Survey repositories for hard copy returns under lock and key along with secure delivery to point of contact for electronic surveys.	Data will be analyzed and tabulated to ensure good customer service is provided and improved where needed.	Student Services and VP Office

**September 2021**



