

Our Lady of the Lake College
ASSESSMENT AND PLANNING ACTIVITIES MATRIX

Month	Assessment Activity	Planning Activity
January	<ol style="list-style-type: none"> 1. Fall Course Evaluation Reports Sent VP, Deans, Faculty 2. Class/section size analysis distributed 3. Application Data Analysis (yield) report distributed 4. Paid Counts, Students with Balances, other Financial Analysis 5. ACT Scores Data Analysis Distributed 6. Analysis of Fall Resign/withdrawing survey distributed 	<ol style="list-style-type: none"> 1. Executive Committee/Planning Committee planning session
February	<ol style="list-style-type: none"> 1. Analysis of Retention Data (1 year rate) distributed 2. ACT ESS Entering Student Survey 3. Financial aid recipient analysis 4. 12th Class Day Report Distributed 5. Fall Academic Status Report Distributed 6. Faculty , part and full load analysis 	<ol style="list-style-type: none"> 1. Technology Committee Meets 2. Executive Committee/Planning Committee planning session
March	<ol style="list-style-type: none"> 1. Obtain OLOLRMC employee file to determine employment rates 2. Grade distribution for Fall Distributed 3. Focus groups with enrolled students to review student satisfaction 4. Spring classroom/lab utilization study conducted 	<ol style="list-style-type: none"> 1. Institutional Profile/Factbook updated on Web 2. Executive Committee/Planning Committee planning session
April	<ol style="list-style-type: none"> 1. Course Evaluations 2. Web-based satisfaction survey for Internet-enhanced courses and services 3. ESS College Outcomes Survey 4. ESS Student Opinion Survey 	<ol style="list-style-type: none"> 1. Technology Committee Meets/prepares annual status report 2. Executive Committee/Planning Committee planning session
May	<ol style="list-style-type: none"> 1. Exit interviews 2. Class/section size analysis distributed 3. Application Data Analysis (yield) report distributed 4. Support/student services personnel load analysis conducted 	<ol style="list-style-type: none"> 1. Budget for next years' fiscal year completed 2. Institutional Profile/Fact book updated 3. Executive Committee/Planning Committee planning session
June	<ol style="list-style-type: none"> 1. Analysis of Spring Resign/withdrawing survey distributed 2. 7th Class Day Report Distributed 3. Spring Course Evaluation Reports Sent VP, Deans, Faculty 4. Spring Academic Status Report Distributed 5. Review of all course syllabi by program heads/deans 	<ol style="list-style-type: none"> 1. Planning Cycle begins 2. Executive Committee/Planning Committee planning session 3. Technology Committee Meets

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July	<ol style="list-style-type: none"> 1. Analysis of Retention Data (graduation cohort rates) distributed 2. Licensure examination results summarized for year 3. Grade distribution for Spring Distributed 	<ol style="list-style-type: none"> 1. Budgets distributed to unit heads 2. Executive Committee/Planning Committee planning session
August	<ol style="list-style-type: none"> 1. Analysis of Summer Resign/withdrawing survey distributed 2. Summer Course Evaluation Reports Sent VP, Deans, Faculty 3. Class/section size analysis distributed 4. Focus Groups of new students to review student services 5. Paid Counts, Students with Balances, other Financial Analysis 	<ol style="list-style-type: none"> 1. Executive Committee/Planning Committee planning session 2. Prior year plan reviewed. Assessment of progress toward goals and objectives. 3. Prior year survey, enrollment, retention and other data reviewed 4. Technology Committee meets reviews technology needs priorities 5. President State of the College Address
September	<ol style="list-style-type: none"> 1. Analysis of Retention Data 2. ACT ESS Entering Student Survey 3. Financial aid recipient analysis 4. 12th Class Day Report Distributed 5. Summer Academic Status Report Distributed 6. Faculty , part and full load analysis 7. Fall classroom/lab utilization study conducted 	
October	<ol style="list-style-type: none"> 1. Program Selection reports 2. Grade distribution for Summer Distributed 3. IPEDS Completers reports filed 4. Noel-Levitz Student Satisfaction Survey Administered (Alternate years) 5. SACS Financial Profile filed 6. IPEDS and CUPA-HR Salary Surveys Filed 	<ol style="list-style-type: none"> 1. Institutional Profile/Fact book updated on Web 2. Technology Committee Meets
November	<ol style="list-style-type: none"> 1. Course Evaluations 2. Web-based satisfaction survey for Internet-enhanced courses and services 3. ESS College Outcomes Survey 4. ESS Student Opinion Survey 5. Begin Association of Schools of Health Science Consortium Survey 	
December	<ol style="list-style-type: none"> 1. Noel-Levitz Satisfaction Survey Data distributed 	<ol style="list-style-type: none"> 1. Strategic/master plan reviewed 2. Institutional Profile/Fact book updated on Web