

TREVECCA NAZARENE UNIVERSITY  
OFFICE OF INSTITUTIONAL RESEARCH  
SUMMARY OF OFFICE DEADLINES  
MAY 16, 2011 THROUGH MAY 10, 2012

**Total Deadlines (88 of 91 or 97% completed on or before due date)**

- **55 total external report requests (see attached listing)**
  - 54 or 98% completed on or before due date
  - 1 or 2% completed past the due date
  
- **24 total institutional research (internal) deadlines (see attached listing)**
  - 23 or 96% completed on or before due date
  - 1 or 4% completed past the due date
  
- **12 total budget deadlines (see attached listing)**
  - 11 or 92% completed on or before due date
  - 1 or 8% completed past the due date

<input type="checkbox"/>	! @	Task Subject	Status	Due Date	Categories	In Fol...
<input checked="" type="checkbox"/>		2012/02/08 - IPEDS - Human Resources	Completed	Wed-2/8/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/02/08 - IPEDS - Student Financial Aid	Completed	Wed-2/8/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/02/10 - Peterson's - Undergrad Survey	Completed	Fri-2/10/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/02/29 - Open Doors	Completed	Wed-2/29/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/03/09 - ACT IDQ	Completed	Fri-3/9/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/03/15 - TELS worksheet to TICUA	Completed	Thu-3/15/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/03/16 - Peterson's Financial Aid	Completed	Fri-3/16/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/03/23 - Wintergreen/Orchard House	Completed	Fri-3/23/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/11 - IPEDS - Fall Enrollment	Completed	Wed-4/11/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/11 - IPEDS - Graduation Rates	Completed	Wed-4/11/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/11 - IPEDS - 200% Grad Rates	Completed	Wed-4/11/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/11 - IPEDS - Finance	Completed	Wed-4/11/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/27 - ACT Graduate Survey	Completed	Fri-4/27/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/27 - Peterson's Graduate Survey	Completed	Fri-4/27/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/27 - TICUA - Tuition & fees	Completed	Fri-4/27/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/30 - US News - Main	Completed	Mon-4/30/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/30 - US News - Finance	Completed	Mon-4/30/2012	External	Tasks
<input checked="" type="checkbox"/>		2012/04/30 - US News - Financial Aid	Completed	Mon-4/30/2012	External	Tasks
<b>Categories: IR task (24 items)</b>						
<input checked="" type="checkbox"/>		2011/05/17 - M-Term I enrollment	Completed	Tue-5/17/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/05/23 - Email Grad Educ I Eval results (Spr11)	Completed	Mon-5/23/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/05/25 - Mini-term I 2011 enrollment/course reports	Completed	Wed-5/25/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/06/09 - Instr Eval packets - UG (MT 2/All-Summ)	Completed	Thu-6/9/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/07/08 - IPEDS Custom Comparison Group	Completed	Fri-7/8/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/09/07 - Council/Committee minutes CD	Completed	Wed-9/7/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/10/15 - Board of Trustee stats (Dr. Pusey)	Completed	Sat-10/15/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/10/21 - Fac/Admin & Staff Morale Survey emails	Completed	Fri-10/21/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/10/24 - QEP mini-white paper rubric results	Completed	Mon-10/24/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/10/28 - NSSE - Calendar	Completed	Fri-10/28/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/11/07 - Instr Eval distribution (UG)	Completed	Mon-11/7/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/11/10 - NSSE - population file	Completed	Thu-11/10/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/11/18 - Budget proposal materials	Completed	Fri-11/18/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/11/30 - Fac/Admin Morale Survey results	Completed	Wed-11/30/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/11/30 - Staff Morale Survey results	Completed	Wed-11/30/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2011/12/15 - Academic Budget Proposals <i>3 days late - Dept's late</i>	Completed	Thu-12/15/2011	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/02/15 - Alumni Survey postcard mailing	Completed	Wed-2/15/2012	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/02/29 - Bd of Trustee data (S. Pusey)	Completed	Wed-2/29/2012	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/02/29 - Fact Book reports	Completed	Wed-2/29/2012	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/03/03 - NSSE - ineligible students	Completed	Sat-3/3/2012	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/03/28 - Email annual report/evaluation forms to Acad. Affairs	Completed	Wed-3/28/2012	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/03/30 - Alumni Survey drawing winner	Completed	Fri-3/30/2012	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/04/09 - Email Committee Preference & Ballot	Completed	Mon-4/9/2012	IR-task	Tasks
<input checked="" type="checkbox"/>		2012/05/07 - MHS (5/12 packet)	Completed	Mon-5/7/2012	IR-task	Tasks

BUDGET = 12 items (11 of 12 complete on or before due date) 92%

EXTERNAL = 55 items (54 of 55 complete on or before due date) 98%

IR TASKS = 24 items (23 of 24 complete on or before due date) 96%

91 items (88 of 91 complete on or before due date) 97%

			Task Subject	Status	Due Date	Categories	In Fol...
Categories: Budget (12 items)							
<input checked="" type="checkbox"/>			2011/06/10 - May budget/expense worksheet	Completed	Fri 6/10/2011	Budget	Tasks
<input checked="" type="checkbox"/>			2011/07/19 - June budget/expense worksheet	Completed	Tue 7/19/2011	Budget	Tasks
<input checked="" type="checkbox"/>			2011/09/01 - July budget/expense worksheet	Completed	Thu 9/1/2011	Budget	Tasks
<input checked="" type="checkbox"/>			2011/09/13 - August budget/expense worksheet <u>1 day late (sick)</u>	Completed	Tue 9/13/2011	Budget	Tasks
<input checked="" type="checkbox"/>			2011/10/14 - Sept budget/expense worksheet	Completed	Fri 10/14/2011	Budget	Tasks
<input checked="" type="checkbox"/>			2011/11/07 - Oct budget/expense worksheet	Completed	Mon 11/7/2011	Budget	Tasks
<input checked="" type="checkbox"/>			2011/12/09 - Nov budget/expense worksheet	Completed	Fri 12/9/2011	Budget	Tasks
<input checked="" type="checkbox"/>			2012/01/10 - December budgets/expense worksheet	Completed	Tue 1/10/2012	Budget	Tasks
<input checked="" type="checkbox"/>			2012/02/07 - Jan 2012 budget/expense worksheet	Completed	Tue 2/7/2012	Budget	Tasks
<input checked="" type="checkbox"/>			2012/03/07 - February 2012 budget/expense worksheet	Completed	Wed 3/7/2012	Budget	Tasks
<input checked="" type="checkbox"/>			2012/04/11 - March budget/expense worksheet	Completed	Wed 4/11/2012	Budget	Tasks
<input checked="" type="checkbox"/>			2012/05/08 - April 2012 budget/expense worksheet	Completed	Tue 5/8/2012	Budget	Tasks
Categories: External (55 items)							
<input checked="" type="checkbox"/>			2011/05/20 - CollegeScope	Completed	Fri 5/20/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/06/01 - Barron's	Completed	Wed 6/1/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/06/03 - CIC Benchmarking Data Review	Completed	Fri 6/3/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/06/15 - TICUA - TELS Completion Report	Completed	Wed 6/15/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/06/15 - TICUA Graduation (CIP)	Completed	Wed 6/15/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/06/17 - NSSE - Comparison groups	Completed	Fri 6/17/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/06/24 - HEP Directory	Completed	Fri 6/24/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/07/15 - SACS Financial Profile	Completed	Fri 7/15/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/08/15 - TICUA - Enrollment summaries	Completed	Mon 8/15/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/08/15 - TICUA - Summer TELS	Completed	Mon 8/15/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/08/19 - Peterson's Interim Tuition Report	Completed	Fri 8/19/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/08/26 - CIC Key Indicator	Completed	Fri 8/26/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/07 - Nashville Business Journal (Grad Business)	Completed	Fri 10/7/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/07 - Nashville Business Journal (TNU)	Completed	Fri 10/7/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/10 - TICUA Enrollment Summary	Completed	Mon 10/10/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/10 - TICUA - TELS Enrollment <u>3 days late (if data delayed)</u>	Completed	Mon 10/10/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/15 - Ch of Naz - Headcount	Completed	Fri 10/14/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/15 - Ch of Naz - Acad Dean's Rept	Completed	Fri 10/14/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/15 - Ch of Naz - Enroll Characteristics	Completed	Fri 10/14/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/19 - IPEDS - Characteristics	Completed	Wed 10/19/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/19 - IPEDS - Completions	Completed	Wed 10/19/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/19 - IPEDS - 12-Month Enroll	Completed	Wed 10/19/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/10/19 - IPEDS - Net Price Calculator	Completed	Wed 10/19/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/11/11 - TICUA - Campus Profile	Completed	Fri 11/11/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/11/30 - TICUA - Fall 2011 aggregate	Completed	Wed 11/30/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/01 - Ch of Naz - Faculty Salaries	Completed	Thu 12/1/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/01 - Ch of Naz - Fall Enrollment	Completed	Thu 12/1/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/01 - Ch of Naz - State/World Origins	Completed	Thu 12/1/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/01 - Ch of Naz - Completions (IPEDS)	Completed	Thu 12/1/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/01 - Ch of Naz - Theol Educ Annual Rept	Completed	Thu 12/1/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/05 - Graduate Guide	Completed	Mon 12/5/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/15 - College Board	Completed	Thu 12/15/2011	External	Tasks
<input checked="" type="checkbox"/>			2011/12/20 - CUPA-HR	Completed	Tue 12/20/2011	External	Tasks
<input checked="" type="checkbox"/>			2012/01/11 - AAUP Faculty Salaries	Completed	Wed 1/11/2012	External	Tasks
<input checked="" type="checkbox"/>			2012/01/16 - SACS - Institutional Profile	Completed	Mon 1/16/2012	External	Tasks
<input checked="" type="checkbox"/>			2012/02/01 - GRE Graduate Enrollment	Completed	Thu 2/2/2012	External	Tasks
<input checked="" type="checkbox"/>			2012/02/06 - Princeton Review	Completed	Mon 2/6/2012	External	Tasks





**INSTITUTIONAL RESEARCH ASSESSMENT TIMELINE**  
**2011 – 2012**

Assessment Outcome	Job Description Component	Deadline
<p><b>Outcome #1:</b>            The Office of Institutional Research will effectively compile, coordinate and disseminate information to appropriate members of the university community and external agencies.</p>		
	<p><b>Institutional Research Responsibilities:</b></p>	
	<p>Compile/disseminate institutional statistics each semester via the TNU Fact Book. (Admissions data should be received by October 31 and March 1)            (See I.C.E./Public Files and semester report schedule)</p>	<p>October 31            March 1</p>
	<p>Create/maintain internal reports/databases that support the TNU Fact Book. (Admissions data should be received by October 31 and March 1)            (See Semester Report worksheet)</p>	<p>October 15            February 15</p>
	<p>Report institutional statistics to on-campus personnel and to external agencies.            (See Tasks report on Outlook)</p>	<p>On or before stated deadline date;            w/in 3-5 working days for reports w/out stated deadlines</p>
	<p>Coordinate/assist with campus-wide assessment surveys <b>AND</b>            Compile/disseminate assessment survey results.            (See emails re: distribution and reporting)</p>	
	<ul style="list-style-type: none"> <li>• Instructor Evaluation (each semester) (Trad. Undergrad)                (Grad. Educ. deadlines fluctuate due to 1<sup>st</sup>/2<sup>nd</sup> half classes)</li> </ul>	<p>Packets = 3-4 weeks prior to last day of class            Reports = 3-4 weeks following last day of class</p>
	<ul style="list-style-type: none"> <li>• Alumni Survey (annual)</li> </ul>	<p>Mailing = February 15            Reports = April 15</p>
	<ul style="list-style-type: none"> <li>• Graduating Senior Survey (annual) (In coordination with CLCS)</li> </ul>	<p>Distribute surveys            Final report – Sept. 30 – (following the August 15 graduation date)</p>
	<ul style="list-style-type: none"> <li>• NSSE (annual)</li> </ul>	<p>Submit freshman/senior population file to NSSE by Oct. 31</p>
	<ul style="list-style-type: none"> <li>• CCCU Student Satisfaction Survey (bi-annual) (next survey – 2012-13)</li> </ul>	<p>Sample = w/in 3 working days of request            Post results = June 30</p>
	<ul style="list-style-type: none"> <li>• Faculty/Admin. Morale Survey (bi-annual) (next survey – Fall 2011)</li> </ul>	<p>Distribute survey = Nov 15            Report = Dec 15</p>
	<ul style="list-style-type: none"> <li>• Staff Morale Survey (bi-annual) (next survey – Fall 2011)</li> </ul>	<p>Distribute survey = Nov 15            Report = Dec 15</p>

**INSTITUTIONAL RESEARCH ASSESSMENT TIMELINE**  
2011 – 2012

Assessment Outcome	Job Description Component	Deadline
	<b>Institutional Effectiveness Responsibilities:</b>	
	Maintain strategic planning documents and status. (See Strategic Planning Status Reports and emails to Cabinet.)	Status updates to be determined by Strategic Plan Stewardship Committee and President's Cabinet
	<b>Assistance to University Provost:</b>	
	Provide statistics for the Provost's report to the Board of Trustees. (See email with attached report pages.)	October 15 February 29
	Update academic reporting schedule and report forms for distribution by Academic Affairs. (See emails with schedule and form attachments)	Schedule = August 1 Indiv. faculty form = Mar. 30 School/Dpt/Prg/Unit forms = April 1 – April 6
	Request/compile committee/council preference/balloting process. (See emails distributing forms and reporting results)	Distribute forms = April 15 Report = May 15
	Provide YTD budget information each month to the Provost and the Assoc. Provost/Academic Dean. (See emails with worksheet attachment)	Worksheet = w/in 3 working days of receipt of reports from Accounting Office
	Compile new budget requests for upcoming year for the Provost. <b>AND</b> Provide historical budget information when necessary. (See email requests for budget proposals and email with final proposal worksheet)	Request budget proposals = November 15 Worksheet = December 15
	Assist in providing statistical data for grant writing purposes. (ad hoc)	On/before agreed deadline
	Submit an annual written report for Office of Institutional Research to the Provost. (Part of academic reporting process)	May 15
	Perform other responsibilities as assigned by the Provost. (ad hoc)	On/before agreed deadline
<b>Outcome #2 (used when outside evaluation is conducted): The Office of Institutional Research will effectively coordinate the comprehensive process that systematically evaluates institutional effectiveness.</b>	Plan for an outside evaluation of the Office of Institutional Research every 3-4 years. The evaluation will provide an opinion regarding TNU's assessment process and if it is following SACS criteria 3.3.1. (See evaluation re: effectiveness of office in coordinating assessment process)	(Last evaluation – May 2011)
	Closing Loop Report	December 15
<b>Outcome #2: (Outcome will change based on the aspect of the assessment process that needs evaluation.)</b>		

