## 2010-15 Performance Funding Cycle
### 2012-13 Reporting Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>June 3, 2013</td>
<td>THEC transmits institutional templates to performance funding coordinators and governing boards</td>
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<tr>
<td>August 1, 2013</td>
<td>Institutions transmit templates and supporting documentation to THEC and governing boards</td>
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<td>August 5, 2013</td>
<td>THEC sends Standard 1F reports to peer evaluation panels for scoring</td>
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<td>September 6, 2013</td>
<td>Faculty evaluators return scored Standard 1F reports to THEC</td>
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<td>November 2, 2013</td>
<td>THEC finalizes 2012-13 performance funding recommendations</td>
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<td>November 14, 2013</td>
<td>THEC Commission Meeting</td>
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<td>December 2, 2013</td>
<td>THEC communicates 2012-13 performance funding scores to institutions and governing boards</td>
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Institutions will be required to submit electronically the template and a bound document that addresses each performance funding standard as listed below. A copy of the 2012-13 performance funding report should also be sent to the governing board. (Please do not submit report in three-ring notebooks.) By standard, the document should contain the following items:

1. **Standard 1A (General Education Assessment)**
   - Documentation from the testing company that details institutional scoring with respect to national norms.

2. **Standard 1B (Major Field Assessment)**
   - For programs that use standardized tests, provide documentation to support the national average or pass rate. Score reports from testing companies that provides individual scores should not be submitted. However, these score reports may be requested for review by the Commission staff.

3. **Standard 1C (Academic Programs: Accreditation and Evaluation)**
   - Letters of accreditation activities that occurred during the reporting period for each accreditable program. Status reports should be submitted for all programs that are seeking accreditation by the end of the 2010-15 cycle.
   - Provide copies of the checklists, evaluators’ reports and curriculum vitae of reviewers for all programs reviewed.
   - For institutions participating in the Academic Audit, provide checklists and narrative evaluation reports for all programs.

4. **Standard 1D (Satisfaction Studies: Employer)**
   - Provide electronic copy of report based on the approved proposal for the Employer Satisfaction Project using the following reporting guidelines:
     - Include a copy of the approved survey instrument or focus group/Interview protocol *(NOTE: If your proposal was evaluated as “approved with recommendations”, please ensure that you send the revised instrument)*
     - The Employer Satisfaction Survey report should contain the following:
       - Introduction
       - Research Question
       - Methodology
         - Sample definition
         - Data collection methods
         - All associated information needed to calculate response rate (survey only)
       - Findings
       - Conclusion. Please include any proposed implementation and/or action plan that may result from findings.
5. Standard 1E (Job Placement – community colleges only)
   - Provide copy of the job placement survey instrument.

6. Standard 1F (Assessment Implementation)
   - The focus of the Assessment Implementation standard is to show that the institution is following a mature and sophisticated assessment process while developing or implementing a QEP or SLI. The institution will provide an essay not to exceed 10 double-spaced pages and
     - Address the easy to an audience of peer readers;
     - Support claims with documented evidence;
     - Use hyperlinks to send the reader from the text to supportive data and evidence;
     - Provide a “bibliography” of hyperlinked documents, data and evidence cited in the essay; and
     - Submit 6 CD copies of the report (for distribution to the peer readers) that capture all linked documentation.

7. Standard 2A (Quality of Student Access and Success)
   - No supporting documentation is required for this standard.