

## University Planning and Assessment Calendar through 2012

<u>Date</u>	<u>Process</u>	<u>Responsibility</u>
August	Discuss planning priorities and desired directions for upcoming year with faculty/staff at annual fall meetings.	Deans/Vice Presidents
	Meet to discuss progress on support department plans to include activities for the previous fiscal year; provide feedback on desired directions for upcoming year.	Directors/Unit Heads
September	Meet to discuss progress on administrative support plans to include activities for the previous fiscal year; after reviewing college annual reports, discuss planning priorities and desired directions for current fiscal year; feedback is shared with directors and support staff.	Unit Heads/ Vice Presidents
	Divisional annual plan progress reports due to Institutional Effectiveness by <i>September 15</i> .	Vice Presidents
October	Annual University Plan Report developed and submitted to President's Cabinet.	Associate Vice President for Institutional Effectiveness
November	Disseminate approved Annual University Plan Report to the University community. Annual President's Report is developed and distributed to external stakeholders.	Associate Vice President for Institutional Effectiveness
January-March	Meet to discuss progress on academic department plans in conjunction with annual performance review; provide feedback on desired directions.	Chairs/Deans
	Meet to discuss feedback from meeting with Deans regarding desired directions.	Chairs/Faculty
	Meet to discuss progress on college plans in conjunction with annual performance review; feedback is shared with chairs and faculty.	Deans/Provost

	Meet to discuss progress on support department plans in conjunction with annual performance review; provide feedback on desired directions.	Directors/Unit Heads
	Meet to discuss progress on administrative support plans in conjunction with annual performance review; feedback is shared with directors and support staff.	Unit Heads/Vice Presidents
April	Present in university open forums annual progress toward college/division plans (every 2 years).	Deans/Vice Presidents
	Begin discussions on academic and support plans to determine fund allocations and reallocations for the next fiscal year.	President's Cabinet
May	Revisit the University Environmental Scan and update as necessary (every 2 years).	Deans/Vice Presidents
June	Meet to finalize annual college report to include all current academic year activities; provide feedback on desired directions for upcoming year.	Chairs/Deans
July	Meet to discuss progress on college plans to include all current academic year activities to be included in the annual plan reports; feedback is shared with chairs and faculty.	Deans/Provost
	Academic College annual plan progress reports due to Provost by <i>July 30</i> .	Deans
	Complete review of new funding requests and approve budget recommendations that will be sent to the Board. Attend annual planning retreat to discuss planning and assessment issues.	President's Cabinet