

Planning and Assessment Calendar

| <u>Date</u> | <u>Process</u> | <u>Responsibility</u> |
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| 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 |
| October | Divisional/college annual plan progress reports due to The Office of University Planning and Assessment by the end of October | Vice Presidents/Deans |
| | Annual University Plan Progress Report is developed and submitted to President's Cabinet for review. | Director of University Planning and Assessment |

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| November | Make Annual University Plan Progress Report available to the university community and external stakeholders via the Texas State website. | Director of University Planning and Assessment |
| 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 (even-numbered 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 | Deans/Vice Presidents |
| July | Meet to discuss progress on college plans to include all current academic year activities; feedback is shared with chairs and faculty | Deans/Provost |
| | 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 |