

Annual Planning, Evaluation, and Reporting Schedule



Month	Completed (√)	Task(s)
July		<ul style="list-style-type: none"> ▪ Collect and report annual planning results of strategic plan annual objectives ▪ Evaluate attainment of strategic plan goals and objectives for the year ▪ Units evaluate attainment of unit plans and annual objectives from previous cycle • Units use results for improvement to move plans forward or develop new unit plans for next cycle ▪ Units begin implementing plans and strategies to improve programs and services
August		<ul style="list-style-type: none"> ▪ Archive final evaluation results and publish annual report of strategic plan ▪ Program faculty begin implementing action plans to improve student learning outcomes ▪ Units continue implementing plans and strategies to improve programs and services
September		<ul style="list-style-type: none"> ▪ Program faculty continue implementing action plans to improve student learning outcomes ▪ Units continue implementing plans and strategies to improve programs and services
October		<ul style="list-style-type: none"> ▪ Program faculty continue implementing action plans to improve student learning outcomes ▪ Units continue implementing plans and strategies to improve programs and services
November		<ul style="list-style-type: none"> ▪ Program faculty continue implementing action plans to improve student learning outcomes ▪ Units continue implementing plans and strategies to improve programs and services
December		<ul style="list-style-type: none"> • Program faculty continue implementing action plans to improve student learning outcomes • Units continue implementing plans and strategies to improve programs and services
January		<ul style="list-style-type: none"> ▪ Program faculty continue implementing action plans to improve student learning outcomes ▪ Units continue implementing plans and strategies to improve programs and services
February		<ul style="list-style-type: none"> • Submit unit budget and resource requests • Implement unit plans and strategies to improve programs and services
March		<ul style="list-style-type: none"> ▪ Submit unit budget and resource requests ▪ Conduct review of budget requests with Budget Committee to determine priorities, make funding decisions ▪ Program faculty continue implementing action plans to improve student learning outcomes ▪ Units continue implementing plans and strategies to improve programs and services
April		<ul style="list-style-type: none"> • Program faculty continue implementing action plans to improve student learning outcomes • Units continue implementing plans and strategies to improve programs and services
May		<ul style="list-style-type: none"> ▪ Program faculty continue implementing action plans to improve student learning outcomes ▪ Units continue implementing plans and strategies to improve programs and services
June		<ul style="list-style-type: none"> • Evaluate assessment results of program student learning outcomes and develop action plans for improvement