

APPENDIX B. ANNUAL PLAN CYCLE

August - September

Annual **Assessment Reports** are completed by instructional units, which includes an analysis of assessment of student learning data and improvement plans.

Review of prior-year institutional and departmental key performance indicators.

October - November | Quarterly Annual Plan Update to Board of Trustees

President's Cabinet formally reviews the effectiveness of prior-year annual plan, including a review of KPIs and accomplishments.

Annual Program Review process is completed by departments in accordance with the program review schedule.

Divisional Planning Teams begin determining action items for the next fiscal year.

December

Divisional Planning Teams continue to refine action items for the next fiscal year.

January - February | Quarterly Annual Plan Update to Board of Trustees

Divisional Planning Teams finalize action items for the next fiscal year and propose for inclusion in the Annual Plan.

Budget Managers for departments/divisions begin completing applicable budget requests based on action items as recorded on the Annual Plan and program review.

March

President's Cabinet begins a review of the Annual Plan draft and makes any necessary revisions based on institutional goals and priorities.

April | Quarterly Annual Plan Update to Board of Trustees

President's Cabinet finalizes next fiscal year Annual Plan based on proposed action items and priorities.

Board of Trustees reviews Annual Plan.

May - June

Board of Trustees approves Annual Plan.

July | Quarterly Annual Plan Update to Board of Trustees

Implementation of Annual Plan for fiscal year.