

APPENDIX F. ANNUAL PLANNING TIMELINE

August - September

Prior-year assessment data collected as part of the Assessment Implementation Cycle are analyzed by respective departments and divisions

Prior-year **Annual Assessment Report** finalized by respective departments and divisions, current year assessment plans finalized.

October - November

Quality Council formally assesses the effectiveness of the prior-year Annual Plan, including a review of KPIs and accomplishments

Quality Council reviews institutional goals, strategic priorities

Planning Teams meet to begin determining action items for next fiscal-year Annual Plan

Annual Program/Discipline Review Reports are completed by designated department/division representatives

December

Planning Teams finalize preparations for January-February planning

Quality Council reports progress of current fiscal-year Annual Plan to Board

January - February

Planning Teams meet to propose action items and priorities for development of the next fiscal year Annual Plan

Budget Managers for department/divisions begin completing applicable budget requests based on planning team recommendations

March

Quality Council prepares a draft of next fiscal year Annual Plan based on proposed action items and priorities

Quality Council reports progress of current fiscal-year Annual Plan to Board

April

Quality Council finalizes next fiscal year Annual Plan based on proposed action items and priorities

Board of Trustees reviews Annual Plan

Stakeholder Feedback solicited for Annual Plan

May

Board of Trustees approves Annual Plan

June - July

Implementation of Annual Plan for fiscal year

Quality Council reports progress of the now prior fiscal year Annual Plan to Board of Trustees