

## Institutional Effectiveness Calendar

### Planning and Budgeting

Month	Information
September	OIEP Completes Annual Assessment Reports
October	OIEP updates the IE Plan for the Upcoming year
November	Fact Book Completed
Ongoing Assessments (Programs and Services)	see Assessment Calendar
January	Updates to Unit Plans as needed or appropriate
Feb/March	Review of Mission Statement
Feb/March	<b>Form A</b> and <b>Form B</b> Budget Planning Meeting with Campus Budget Coordinators and meet with staff
March/April	Departmental staff and Budget Coordinators create <b>Unit Plans</b> to support <b>Form B</b> Request
April/May	<b>Annual Needs Assessment (SWOT Analysis</b> done every other year)
April	<b>Form A</b> request to Business Office
April	<b>Form B</b> requests to Strategic Funding Committee
April	Strategic Funding Committee submits <b>Form B</b> recommendations to Cabinet
April	Cabinet Reviews/Approves <b>Form B</b> requests (if a <b>Form B</b> request is not approved it will be noted in the Resources Needed section of the new <b>Unit Plan</b> . It may be rolled over the next year).
April/May	Business Office summarizes all request and drafts budget for review
May	Cabinet approves final draft
May/June	<b>Unit Plans</b> rolled over and updated for <b>new year</b>
June	Budget submitted to DPE
July/August	<b>Assessment Results</b> and <b>Use of Results</b> entered in Unit Plans for <b>current year</b> by Chairs
August	Board Approval/Final Budget
August/September	Annual Report
August/September	Review of Standing Committees
September	Approved Budgets distributed to Budget Coord.