



## CALENDAR FOR THE ASSESSMENT OF NON-ACADEMIC UNITS

Month	Activity/Event
<b>July</b>	Begin new fiscal and academic year Introduce Updated Operational Plans to Appropriate Parties Input Updated Plan in Taskstream
<b>August</b>	Begin Implementation of new year plan <u>Input data and artifacts in Taskstream on ongoing basis</u>
<b>September</b>	Strategies Implementation & Data Collection
<b>October</b>	Strategies Implementation & Data Collection Unit Meeting to discuss data collection and assessment
<b>November</b>	Strategies Implementation & Data Collection Alumni Opinion Survey
<b>December</b>	Analyze Data & Complete Mid-Year Report
<b>January</b>	Begin budget proposals for next year's budget base upon proposed plans.
<b>February</b>	Continue budget consideration for next year's budget
<b>March</b>	Present prior year Audit of Financial Statement to Board Present vetted proposed budget to Board of Directors
<b>April</b>	Institution-wide satisfaction surveys Departmental focus group sessions Hold Annual Quality Conference
<b>May</b>	Board approves next year's budget
<b>June</b>	Submit Annual Institutional Effectiveness Report to V.P. of Institution Effectiveness Make changes/modifications to Departmental Plans based upon assessment.