

ANNUAL PLANNING CALENDAR

Month	IEC	Budget/Unit Plans	Strategic Planning	Assessment/Feedback
September	Committee Notifies Units that are Up for Program Review Self Study Programs write Program Review/Unit Plans/Budget Requests	Units write Program Review Self Study (3 yr cycle) including Unit Plan/Budget Requests OR Alternate years update Unit Plan/Budget Requests	Review prior year Program Reviews and External Assessments; Identify Unit Plan themes; use to update Strategies for Strategic Plan	
October	Continue writing Program Review Self-Studies/Unit Plans Budget Requests	Continue writing new Unit Plans/Budget Requests or updates		
November	Program Review Self-Studies/Unit Plans/Budget Requests due to Supervisor late November	Continue writing new Unit Plans/Budget Requests or updates; due to Supervisor late November		
December	Supervisor evaluates requests and forwards to VP by end of December	Supervisor evaluates requests and forwards to VP by end of December		
January	Program Review Reports Due to IEC end of January: Unit Plans/Budget Requests to Budget Committee	Unit Plans/Budget Requests received by Budget Committee end of January		
February	IEC collects and reads Program Review Reports and prepares to meet with programs	Identify Unit Plans/Budget Requests that have a budget request	Revised Strategies to President's Council	
March	Committee Meets with programs to Review Reports	Prioritize Budget Requests		
April	Programs make adjustments to Program Review Reports based upon IEC feedback	Submit to President's Council; Recommendations forwarded to President and the Board		End-of-Year update and assessment of prior year activities to VP's
May	Program Review Reports forwarded to President's Council with committee comments for 1 st meeting in May	Prepare Tentative Budget		End-of-Year updates and statistics included in Budget Guidelines report to the Board
June	Program Review Reports/Budget recommendations to Board			Strategic Plan available for coming year
July				
August		Prepare Final Budget		
September				