

Strategic Planning and Assessment Calendar for 2003-2004

October, 2003

10/1 - Complete Annual Report due for 2002-2003. Submit to Gene Tice

This should include the following:

- (1) Overview of accomplishments toward strategic plan objectives for 2002-2003.
- (2) Report on assessment activities for 2002-2003 year. Include copies of instruments used, results, and implementation plans.
- (3) Report on financial information. Include budget vs. actual expenditures for 2002-2003 as well as 2001-2002.

10/15 – Revised Strategic Plans for 2004-2009 due. Submit to Gene Tice

10/15 – Revised Assessment plans for 2003-2004 due. Submit to Donna Gregory

December, 2003

12/15 - Fall progress report due. Submit to Gene Tice

This should include the following:

- (1) A brief report on progress toward strategic plan and assessment objectives during Fall, 2003.
- (2) Report on current actual expenditures compared to prior year to date expenditures and current year budget projections.

February, 2004

2/2 - Completed staff evaluations due. Submit to Gene Tice

2/27 - Proposed operating budget for 2004-2005 due.
Submit to Jim Cummings

July, 2004

7/15 - Annual report due for 2003-2004. Submit to Gene Tice

This should include the following:

- (1) Overview of accomplishments toward strategic plan objectives for 2003-2004.
- (2) Report on assessment activities for 2003-2004 year. Include copies of instruments used, results, and implementation plans.

August, 2004

8/2 - Revised Assessment Plans for 2004-2005 due. Submit to Donna Gregory

8/2 - Revised Strategic Plan for 2005-2010 due. Submit to Gene Tice

September, 2004

9/15 - Report on Financial information. Submit to Jim Cummings Include budget vs. actual expenditures for 2003-2004 as well as 2002-2003