

2019-2020 University Planning Calendar

Date	Action	Responsible Party
August 2019	2019-2020 Annual Budget presented to the Board of Trustees	President
	Strategic Plan update presented to the Board of Trustees	Provost
	Units receive letter regarding submitted Staffing requests & Additional Resources Needed requests	University Budget Committee
September	Units receive their 2019-2020 budget	Business Affairs
September 16	Academic Departments - 2018-2019 Unit Plan and Assessment Report (Assessment Report portion is added) for dean review	Dept. Chairs
	Academic Departments - 2018-2019 Program Student Learning Outcome (SLO) results and 2019-2020 Program SLOs for dean review	Program Coordinators
September 30	Academic & Administrative Departments - 2018-2019 Unit Plan and Assessment Report (Assessment Report portion is added) for division head & IRPA review	Directors
October	Facilities Master Plan/Capital Project Request due to ACHE	Physical Plant Director
Oct-Feb	Planning consultations and assistance offered to units	IRPA & Business Affairs
	Planning retreats and meetings for 2020-2021 Unit Plans	All Units
November	2020-2021 Legislative Budget request approved by Board of Trustees and presented to the State	President
March 11, 2020	Academic Departments - 2020-2021 Unit Plan and Assessment Report (Planning portion only) and budget requests for dean review	Dept. Chairs
March 20	Academic & Administrative Departments - 2020-2021 Unit Plan and Assessment Report (Planning portion only) and budget requests for division head & IRPA review	Deans / Directors
April-June	2020-2021 University Budget Preparations	University Budget Committee
April	Units receive letter regarding submitted Mid-Year Funding requests	University Budget Committee
June	University Budget Committee submits budget recommendations to the Executive Cabinet	University Budget Committee
June	2019-2020 Unit Plan and Assessment Report (Assessment Report portion is added) completion begins	All Units
July	Executive Cabinet finalizes the 2020-2021 Annual Budget	Executive Cabinet
August	2020-2021 Annual Budget presented to the Board of Trustees	President
	Strategic Plan update presented to the Board of Trustees	Provost
	Units receive letter regarding submitted Staffing requests & Additional Resources Needed requests	University Budget Committee
September	Units receive their 2020-2021 budget	Business Affairs