

2023-2024 University Planning Calendar

Date	Action	Responsible Party
August	2023-2024 Annual Budget presented to the Board of Trustees	President
	Units receive letter regarding submitted Staffing requests & Additional Resources Needed requests	University Budget Committee
September	Units receive their 2023-2024 budget	Business Affairs
September 15	Academic Departments - 2022-2023 Unit Plan and Assessment Report (Assessment Report portion is added) submitted for Dean review	Dept. Chairs
September 29	Academic & Administrative Departments - 2022-2023 Unit Plan and Assessment Report (Assessment Report portion is added) submitted to division heads	Directors
October	Facilities Master Plan/Capital Project Request due to ACHE	Physical Plant Director
November	2023-2024 Legislative Budget request approved by Board of Trustees and presented to the State	President
	Strategic Plan update presented to the Board of Trustees	Provost
May 17	Academic Departments - 2023-2024 Program Student Learning Outcome (SLO) results and 2024-2025 Program SLOs submitted for dean review	Program Coordinators
May 17	Academic Departments - 2024-2025 Unit Plan and Assessment Report (Planning portion only) and budget/staffing requests submitted for dean review	Dept. Chairs
May 24	Academic Departments - 2023-2024 Program Student Learning Outcome (SLO) results and 2024-2025 Program SLOs submitted to Provost	Program Coordinators
May 24	Academic & Administrative Departments - 2024-2025 Unit Plan and Assessment Report (Planning portion only) and budget/staffing request submitted to division heads (VPs)	Deans / Directors
June	2024-2025 University Budget Preparations	University Budget Committee
July	University Budget Committee submits budget recommendations to the Executive Cabinet. Executive Cabinet finalizes the 2024-2025 Annual Budget	University Budget Committee Executive Cabinet

Key to Color-Scheme Strategic Planning-related events; University Budget-related events; Unit Planning-related events; Student Learning Outcome-related events