2013-2014 BCTC Planning & Assessment Calendar

Strategic Planning (with mission review), Annual Priorities, Annual Plans, Program Health Reviews, Student Learning Outcomes, Performance Planning & Evaluation (PPE)

BEGINNING OF YEAR PLANNING & ASSESSMENT		
July	31	➢ Annual priorities set by LET. ➢ Job descriptions (staff) reviewed and signed; supervisors scan copy to HR.
August	31 31 31	➢ Units develop annual plans and document in AIM (related to Strategic Plan and Annual Priorities). ➢ Employees and Supervisors develop PPE's (related to Unit Annual Plans). ➢ Student Learning Outcomes for technical programs documented in AIM.
Sept.		➢ Unit annual plans – supervisors review and note in AIM. ➢ Program Health Reviews for technical programs – IPRE compiles data in AIM. ➢ Annual priorities – SPARC's meet to discuss activities and resources needed.
Oct.		➢ Program Health Reviews – Coordinators review data and add information in AIM.
MID-YEAR REVIEW		
Nov.		➢ Program Health Reviews – Coordinators add summary and comments in AIM. ➢ Mid-year review of PPE's (optional).
Dec.		➢ Program Health Reviews – Assistant Deans add comments in AIM. ➢ Mid-year review of unit annual plans by coordinators (optional).
Jan.		➢ Program Health Reviews – Academic Deans add comments in AIM. ➢ Annual priorities – progress reviewed by LET and SPARC's.
END-OF-YEAR PLANNING & ASSESSMENT		
Feb.		➢ Program Health Reviews – VP adds comments in AIM, identifies Level 2 reviews, and appoints committee for Level 2 review. ➢ Mission Review – survey and review process conducted.
March		➢ Program Health Reviews – Level 2 committee recommendations due to VP.
April	30	➢ APT Planning retreat – review progress on Annual Priorities for current year; Mission Review; plan for next year. ➢ Program Health Reviews – programs in current year cycle submit data to KCTCS/CPE. ➢ Complete PPE's; send signed original to HR.
May	31 31	➢ LET finalize Mission Review. ➢ Finalize and close the loop on Student Learning Outcomes in AIM. ➢ Close the loop on unit annual plans in AIM. ➢ Planning for next year's unit annual plans and PPE's.
June		➢ Develop Annual Priorities outcomes report – LET, SPARC's and IPRE. ➢ Mission Review to be endorsed by BCTC Board of Directors.
POST-ACADEMIC YEAR FOLLOW UP		
Sept.		➢ Mission review to be approved at KCTCS Board of Regents meeting. ➢ Strategic Plan Progress Report completed by IPRE.