



Virginia State University

Office of Planning and Institutional Effectiveness (OPIE)

Annual Planning, Budgeting and Assessment Time-Table

AY	Planning/Assessment Period	Phase Implemented/Documented <i>(Phase III is documented and implemented in the following Year's Plan)</i>	Submission of Plans & Budget and Final AR to IE	Submission of Final Budgets to Budget Office
2016 2017	Fall 2015	Phase I - Plan	December 1, 2015	December 11, 2015 (FY 17 Budgets)
	Summer 2017	Phase II & III - Assessment Report & Action Plan	July 3, 2017	
2017 2018	Fall 2016	Phase I - Plan	December 2, 2016	December 12, 2016 (FY 18 Budgets)
	Summer 2018	Phase II & III - Assessment Report & Action Plan	July 2, 2018	
2018 2019	Fall 2017	Phase I - Plan	December 1, 2017	December 11, 2017 (FY 19 Budgets)
	Summer 2019	Phase II & III - Assessment Report & Action Plan	July 1, 2019	
2019 2020	Fall 2018	Phase I - Plan	December 3, 2018	December 12, 2018 (FY 20 Budgets)
	Summer 2020	Phase II & III - Assessment Report & Action Plan	July 2, 2020	

Note: Planning and Budgeting is conducted in advance during the Fall (November-December) prior to the start of the year's based on the previous year assessments, and Assessment is conducted at the end of each academic year during the Summer. The Spring Semester is used for modification after final budgets are approved (April)

Completed Cycles: Initiated based on the previous year's assessments

<p>Phase I (Planning and Budgeting Phase)</p> <ul style="list-style-type: none"> ■ Program/Department/Unit New Mission and Vision Statements ■ Student Learning Outcomes or Program Objectives* ■ Means of Assessment (Method, Tool, and Criteria for Success) ■ Preliminary Budget Request for the academic year <p><i>*All related task and activities are also entered in this Phase</i></p>	<p>Phase II (Assessment Phase – Report Submission)</p> <ul style="list-style-type: none"> ■ Assessment Results ■ Use of Results (for improvements) ■ Action Plan (for unmet criteria) ■ Budget Adjustments for next academic year based on assessment findings and identified needed resources 	<p>Phase III (Continuous Improvement) –</p> <ul style="list-style-type: none"> ■ The improvement activities are implemented in the next planning cycle ■ Plan is reassessed at the end of the assessment cycle to determine the impact of the changes made. <p><i>*Once this is done the continuous improvement cycle is completed.</i></p>
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