

Oakwood University

Planning and Assessment Calendar 2010-2011

Date	Planning Activity	Participants
July 2010	Institutional Action Plan 2009-10 implemented	Strategic Planning Committee
August 27, 2010	Roster of Instructional Staff due to OIE*	Academic department chairs
August 27, 2010	Course Syllabi due to OIE	Faculty; Academic departments
September 27, 2010 (28 th day of instruction)	Census Date: enrollment statistics captured	OIE
October 7, 2010	Planning Workshop	Department heads/representatives
Oct 25 – Nov 5, 2010	Student Satisfaction Inventory	Academic Departments/IE
October 27, 2010	Prelim Institutional Action Plan 2011-12 completed	Strategic Planning Committee
November 2010	Fall Semester Course Evaluations distributed	OIE; academic departments
November 17, 2010	First Draft of Operating Plans for 2011-12 due to OIE	Non-instructional departments
December 10, 2010	Fall Semester Course Evaluations due to OIE	Academic departments
December 10, 2010	Fall Faculty Activity Reports due to OIE	Academic departments
January 2011	Budgeting process begins (budget worksheets)	Administrators; all departments
January 21, 2011	Roster of Instructional Staff due to OIE	Academic department chairs
January 21, 2011	Course Syllabi due to OIE	Faculty; Academic departments
January-March 2011	Customer Satisfaction Surveys	Departments
February 2011	Budget worksheets due to Financial Affairs	All departments
February 2011	Alumni Surveys	Academic Departments
February 18, 2011 (28 th day of instruction)	Census Date: enrollment statistics captured	OIE
March 2011	Budget hearings	All departments
March 2011	Spring Semester Course Evaluations distributed	OIE; academic departments
March 2011	Exit exams completed	Academic Departments
February 2011	Campus Midyear Assessment	Administrators; Institutional Effectiveness Committee
April 2011	Board approval of budget	Board of Trustees
April 7, 2011	Assessment Workshop	OIE/All departments
April 22, 2011	Spring Semester course evaluations due to OIE	Academic Departments
April 22, 2011	Faculty Activity Reports due to OIE	Faculty; Academic departments
May 13, 2011	Departmental Effectiveness Reports 2009-10 and updated operating plans 2010-11 due to OIE	All departments
May 13, 2011	Updated Vita due to OIE	Faculty
May 20, 2011	Executive Effectiveness Reports due to OIE	Administrators
May 30-June 2, 2011	Year-End Review	Institutional Effectiveness Committee
June 2011	Institutional Action Plan for 2011-12 updated	Strategic Planning Committee

*Office of Institutional Effectiveness