Annual Planning, Assessment, Budgeting and Reporting Calendar
Cleveland State Community College

Planning and Assessment Goals
- To ensure institutional effectiveness through broad-based, mission-focused planning
- To integrate CSCC Annual and Strategic Plans with TBR, THEC and Complete College plans and initiatives
- To integrate planning with the college’s budgeting process
- To create a campus culture for planning and assessment among academic units and administrative divisions
- To utilize research-based assessment data to inform and guide planning, report progress, and foster improvement
- To involve all faculty and staff in planning and assessment processes in an appropriate manner

January
- Cabinet Winter Retreat:
  - Review mid-year Annual Plan Progress Reports
  - Review of Institutional Data (quarterly)
- Provide mid-year progress report to faculty & staff at In-Service
- Cabinet collects enrollment projections and develops planning assumptions for next fiscal year

February
- Cabinet reviews mid-year budget projections and recommends current year adjustments
- Budget Request Forms submitted to VP’s for next fiscal year with justifications based on college mission and Strategic Plan.

March
- VP’s submit budget requests to VP for Finance & Administration for next fiscal year
- Draft proposed budget prepared by VP for Finance & Administration
- Cabinet reviews budget proposal and makes recommendations to President

April
- Review progress on annual and strategic goals in preparation for developing End-of-the-Year Progress Reports and developing Action Plans for improvement for the coming year.
- Cabinet review of institutional data
- IE: Complete College Survey of Student Engagement (CCSSE)
- IE: Community College Faculty Survey of Student Engagement (CCFSSE)
- IE: IPEDS Report
- IE: National Community College Benchmark Project

May
- Submit the proposed budget to TBR
- Departmental End-of-the-Year Progress Reports submitted to VP’s
- Academic and support unit Annual Plan Goals drafted and submitted to VP’s for next fiscal year.
- Committees Develop Annual Reports

**June**
- Committee Reports posted on CougarNet for all employees
- Strategic Plan Annual Reports due in Compliance Assist
- Complete employee performance appraisals
- VP’s complete divisional Annual Plan Progress Reports (preceding year)
- VP’s develop divisional Annual Plans (next year)
- Staff In-Service
- IE: Kansas Study

**July**
- Cabinet Summer Retreat
  - Annual Plan Progress Reports (preceding year)
  - Proposed Annual Plans (coming year)
  - Review of institutional data
- CSCC Annual & Strategic Plan Progress Report finalized

**August**
- President completes assessments of VP’s
- Present CSCC Annual & Strategic Plan Progress Report to Faculty/Staff In-Service
- IE: THEC Performance Funding Report
- IE: Annual Strategic Plan Report

**September**
- Assess actual fall enrollment
- Cabinet recommends the revised budget based on revised enrollment and assumptions

**October**
- Submit Revised Budget to TBR
- Cabinet review of institutional data
- IE: Perkins IV Report

**November**
- State-of-the-College Forum – Student Senate/Students
- IE: Survey of Entering Student Engagement (SENSE)

**December**
- Prepare mid-year progress reports on Annual Goals