

Ferrum College PBAC Calendar, 2007-08

Process	Type	Item	Responsible	Due Date	Report To:
AUGUST					
ADM	A	CIRP Survey Administered	SLE		
ACA	A	Delaware Study Results received	IR	1-Aug	VPAA
SI	P	Review & adjust annual strategic initiatives based upon assessment results	AC	15-Aug	PBAC, Campus
ADM	P	Management Plans for Units compiled	AC	30-Aug	AC
SEPTEMBER					
BGT	B	Revise current year operating budget on basis of actual enrollment	AC	30-Sep	PBAC, Campus
OCTOBER					
BGT	B	Recommendations to PBAC for tuition and fees for next Academic Year	AC	7-Oct	PBAC
BGT	B	Review adjusted budget for current year and begin budget discussions for following year	BOT	7-Oct	AC
BGT	B	Recommendations of Revised Budget and for tuition and fees for next Academic Year to BOT Business Affairs Committee	PBAC	15-Oct	BOT
BGT	B	Technology Requests to Technology Committee	BM	15-Oct	TECH
BGT	B	Training for new Budget Managers	BUS	30-Oct	AC
NOVEMBER					
BGT	B	Approval of revised budget for current year and tuition & fee recommendation for next year	BOT	7-Nov	AC
BGT	B	Technology Committee Recommendations for following year	TECH	15-Nov	VPs
BGT	B	Continue budget discussions	PBAC	30-Nov	AC
BGT	B	Budget reallocations for following year	BM	30-Nov	BUS
JANUARY					
APRG	A	Delaware Study due	DAIR	15-Jan	VPAA
APRG/ADM	A	“Closing the Loop” workshops for the assessment of student learning that took place in the Fall semester with the Assessment Subcommittee of Academic Standards.	AS, PC, CI	15-Jan	AC, PBAC, DAIR
ADM	A	Mid Year Assessment of Campus Technology Needs	TECH	22-Jan	AC, PBAC
ADM	A	Mid Year Assessment Report of student learning	DAIR	22-Jan	VPAA
ADM	A	Mid Year Assessment of Unit operational and strategic goals and	VPs	22-Jan	AC

		objectives & proposed operational and strategic goals for next year.			
SI	P	AC retreat to review current year and draft next year's Annual Strategic Initiatives	AC	31-Jan	PBAC
FEBRUARY					
BGT	B	High Level draft budget completed	BUS	7-Feb	PBAC
SI/ADM	P	Unit level operational and strategic goals and objectives for next year finalized	VPs	15-Feb	AC
BGT	B	Adjustments to current year budget if necessary	AC	15-Feb	PBAC
SI	P	Recommendations for next year's Annual Strategic Initiatives	AC	20-Feb	PBAC
SI	P	Comments and suggestions related to next year's Annual Strategic Initiatives.	PBAC	28-Feb	AC
MARCH					
SI	P	Following year's Annual Strategic Initiatives finalized.	AC	15-March	PBAC
BGT	B	Continue budget discussions for the following year.	PBAC	20-March	AC
ADM	A	NSSE Administered (Every 2-3 years)	DAIR	31-March	
BGT	B	Finalize budget for following year	AC	31-March	
APRIL					
BGT	B	Summary budget sent to Business Affairs Committee	AC	15-April	BOT
GE	A	General Education Standardized Testing	DAIR	30-April	VPAA
MAY					
BGT	B	Recommend next year's budget to Board of Trustees.	AC	1-May	BOT
APRG/ADM	A	"Closing the Loop" workshops for the assessment of student learning that took place in the Spring semester with the Assessment Subcommittee of Academic Standards.	AT, PC, CI	15-May	AC, PBAC, DAIR
APRG/ADM	A	Assessment of Student Learning Spring summary report	DAIR	31-May	VPAA
JUNE					
ADM	A	Assessment of Unit operational and strategic goals and objectives Spring summary report	VPs	30-Jun	DAIR
JULY					
BGT	B	Detailed budget adjustments determined based upon assessment results to be implemented with the revised budget in Sept.	VPs	31-Jul	AC
ADM	P	Management Reports for current year completed/updated	PC	31-Jul	VPs

Process Key

ACA – Academic Unit Planning/Assessment

ADM – Administrative Unit Planning/Assessment
APRG – Academic Program Planning/Assessment
BGT – College-wide budget process
GE – General Education Planning/Assessment
SI – Strategic Initiatives Planning/Assessment

Responsible Key

AC – Administrative Council
AS- Assessment Subcommittee of Academic Standards
BM – Budget Managers
BOT – Board of Trustees
BUS – Business Affairs
CI – Course Instructors
IR – Institutional Research
PC – Program Coordinators
SLE – Office of Student Leadership & Engagement
VPs – Unit Vice Presidents

Type Key

A – Assessment
B – Budgeting
P – Planning

Report To Key

DAIR – Director of Assessment & Instructional Research
PBAC – Planning, Budgeting & Assessment Committee
VPAA – Vice President for Academic Affairs
TECH – Technology Committee