

Oakwood University Planning and Assessment Calendar 2018-2019

Date	Planning Activity	Participants
July 2018	Annual Plans for 2018-19 implemented	Campus-wide
August 10, 2018	IE 2018-19 Annual Plan in Campus Labs	Faculty
August 15, 2018	Course Syllabi posted to D2L	Faculty; Academic departments
August 29, 2018	Faculty Roster Form due to IE (OIE)	Academic department chairs
September 10, 2018	Revised Program Curriculum Maps	Program Coordinators
September 24, 2018 (28 th day of instruction)	Census Date: enrollment statistics captured	OIE
October 1, 2018	Prelim Institutional Action Plan 2019-20 completed	Strategic Planning Committee
October 8-25, 2018	Planning Workshops*	Department heads/representatives
October 15, 2018	Institutional Action Plan approved	PC
November 2018	Student Satisfaction Inventory [SSI]	Faculty and Students
November 2018	Fall Semester Course Evaluations open	Students (electronically)
November 12, 2018	IE Annual Plans draft for 2019-20 due in Campus Labs	All departments
December 2018	Fall Semester Course Evaluations close	Academic departments
December 14, 2018	Fall Faculty Activity Reports due to OIE	Academic departments
January 9, 2019	Course Syllabi posted to D2L	Faculty; Academic departments
January 28, 2019	Mid-Year Review (IE Retreat)	Institutional Effectiveness Committee
January 25, 2019	Faculty Roster Form due to OIE	Academic department chairs
January-March 2019	Customer Satisfaction Surveys administered	Departments
February 2019	Alumni Surveys	Academic Departments
February 18, 2019 (28 th day of instruction)	Census Date: enrollment statistics captured	OIE
March 2019	Spring Semester Course Evaluations open	Students
March 2019	Exit exams completed	Academic Departments
April 2019	Board approval of budget	Board of Trustees
May 2019	Spring Semester course evaluations close	Students
May 14, 2019	Updated Vita due to OIE	Faculty
May 15-16, 2019	IE Retreat	IE Committee/Deans/Chairs/Dept Reps
May 17, 2019	Annual reports for the 2018-19 academic year due; final annual plans for 2019-20 due in Campus Labs	All departments and programs
May 17, 2019	Faculty Activity Reports due to OIE	Faculty; Academic Departments
June 2019	Institutional Action Plan for 2019-20 updated for July 1, 2019 implementation	Strategic Planning Committee

*Mini-workshops may be arranged with individual schools and divisions during the months of October and March-April.