

Institutional Effectiveness Planning & Budget Timeline (SPOL)

Key: Approval/Rejection/Feedback DUE		
Due to COVID protocols on room capacity, ALL training and open sessions require registration.		
Date	Event	Description
February 23, 2021	BUDGET -FY22 Budget Opens	SPOL available for budget entry . Budget Training available upon request. Contact Budget Office at 942-2517.
February 23, 2021	PLANNING & Enhanced Budgets - SPOL Training	If you are a new Director, Chair, Dean, or other planning unit manager, please attend this training. If you are not new but would like a refresher, you are welcome as well. This training will cover how to maneuver SPOL, PLANNING objectives, and entering enhanced budgets. Due to COVID protocols for space, please Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/ <ul style="list-style-type: none"> • Non-academic (8:30a.m.-11:30a.m.) • Academic (1:30p.m.-4:30p.m.)
February 23, 2021	PLANNING - Accountability Open Session	Accountability Open Session: This is your time to come and enter and/or update your current or future continuous improvement PLANNING objectives with data and evidence, ask additional questions, etc. The Office of Accountability will be there to assist you if needed. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/
February 24, 2021	PLANNING - Accountability Open Session	Accountability Open Session: This is your time to come and enter and/or update your current or future continuous improvement PLANNING objectives with data and evidence, ask additional questions, etc. The Office of Accountability will be there to assist you if needed. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/
March 12, 2021	PLANNING - Accountability Open Session	Accountability Open Session: This is your time to come and enter and/or update your current or future continuous improvement PLANNING objectives with data and evidence, ask additional questions, etc. The Office of Accountability will be there to assist you if needed. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/

<p>March 19, 2021 (1st Approver)</p>	<p>PLANNING- Current Year Close-Out & Next Year Plans</p>	<p>FY21: PLANNING: Objectives, Tasks, Status Reports, Assessment Measures, Intended Results/Benchmarks, and if they are complete, Actual Results, and Use of Results with any documented evidence attached. Some of these objectives you are still working on, so please update to this point.</p> <p>FY22: PLANNING Objectives complete. These should tie into the strategic planning priorities your departments have been working on to meet mission and institutional goals. This should include planning years, institutional goals, mission support, planning priorities, tasks, assessment measures, and intended results/benchmarks.</p>
<p>March 18 & 19, 2021</p>	<p>PLANNING- Accountability Open Session</p>	<p>Accountability Open Session: This is your time to come and enter and/or update your current or future continuous improvement PLANNING objectives with data and evidence, ask additional questions, etc. The Office of Accountability will be there to assist you if needed. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/</p>
<p>March 19, 2021 (1st Approver)</p>	<p>BUDGET & PLANNING- Enhanced Budget Requests and Planning Objectives</p>	<p>All PLANNING Objectives and Tasks that require additional budgeted funds (Enhanced Requests) for 2021-2022 should be entered in SPOL and tied to one of your FY22 PLANNING Objectives.</p>
<p>March 29, 2021 (2nd Approver)</p>	<p>BUDGET & PLANNING</p>	<p>All FY22 PLANNING Objectives and Budget (Baseline Budget Requests and Enhanced Budget Requests) for 2021-2022 should be approved and/or rejected in SPOL.</p>
<p>April 2, 2021 (1st Approver)</p>	<p>BUDGET</p>	<p>Budgets Due: This includes all baseline budget requests and all enhanced budget requests.</p>
<p>April 16, 2021</p>	<p>PLANNING- Accountability Open Session</p>	<p>Accountability Open Session: This is your time to come and enter and/or update your current or future continuous improvement PLANNING objectives with data and evidence, ask additional questions, etc. The Office of Accountability will be there to assist you if needed. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/</p> <p>Come fix any feedback from your 2nd Approver.</p>
<p>April 30, 2021 Deans/Executive Directors/Associate VPs</p>	<p>BUDGET & PLANNING</p>	<p>All FY22 Planning Objectives and Budget should be approved and/or rejected. Any changes made at this level should be communicated to 1st level approvers. Also includes faculty salary lines.</p>
<p>June 4, 2021</p>	<p>PLANNING- Accountability Open Session</p>	<p>Accountability Open Session: This is your time to come and enter and/or update your current or future continuous improvement PLANNING objectives with data and evidence, ask additional questions, etc. The Office of Accountability will be there to assist you if needed. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/</p>

June 4, 2021 Vice Presidents and President	BUDGET & PLANNING	All FY22 Planning Objectives and Budget final approvals/rejections for all divisions. Any changes made at this level should be communicated to 2nd level approvers. Budgets approved should not exceed available sources of funds.
June 7 – July 23, 2021	BUDGET	Budget review and corrections by Budget office. <i>SPOL budget closed for ALL users except budget office.</i>
TBD	BUDGET	Budget Summary due to System Office.
TBD	BUDGET	Budget to be recommended to Board of Regents available online in SPOL.
TBD	BUDGET	Executive Summary to be presented to Board of Regents.
August 17, 2021	PLANNING-SPOL Training	If you are a new Director, Chair, Dean, or other planning unit manager, please attend this training. If you are not new but would like a refresher, you are welcome as well. This training will cover how to maneuver SPOL, PLANNING objectives, and entering enhanced budgets. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/ <ul style="list-style-type: none"> • Non-academic (8:30a.m.-11:30a.m.) • Academic (1:30p.m.-4:30p.m.)
August 20, 2021 FY 21: PLANNING SHOULD BE CLOSED OUT through Use of Results (except 20 th Class Day Data)	PLANNING- Accountability Open Session	FY 21: PLANNING SHOULD BE CLOSED OUT through Use of Results (except 20 th Class Day Data) Accountability Open Session: This is your time to come and enter and/or update your current or future continuous improvement PLANNING objectives with data and evidence, ask additional questions, etc. The Office of Accountability will be there to assist you if needed. Sign up on the Accountability webpage. https://www.angelo.edu/administrative-support/accountability/
October 8, 2021 FY 22: PLANNING SHOULD BE Complete through Intended Results/Benchmarks inclusive of ALL approvals Any FY21 20th class day data input should be added to complete. FY21 lock-out.	PLANNING	FY 22: PLANNING SHOULD BE Complete through Intended Results/Benchmarks inclusive of ALL approvals. Any FY21 20th class day data input should be added to complete. FY21 lock-out.