

SACS 5th Year Review Gantt Chart August 2011-March 2012

SACS 5th Year Review Gantt Chart				August			September				October					November				December				January 2012					February 2012				March 2012						
Tasks	Responsible Party	Start Date	End Date	8/15	8/22	8/29	9/5	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	11/28	12/5	12/12	12/19	12/26	1/2	1/9	1/16	1/23	1/30	2/6	2/13	2/20	2/27	3/5	3/12	3/19	3/26			
Annual Reports & Assmt Forms			7/25 11/18																																				
Meeting with SACS Contacts and AST	SACS Contacts	8/17	8/17																																				
SACS Contacts remind programs about missing annual reports deadline	SACS Contacts	8/17	8/31																																				
Deadlines for college/office level annual reports	VPs and Deans	8/31	8/31																																				
Deadlines for missing annual reports	VPs and Deans	8/31	8/31																																				
Submit completed annual report tracking sheets to AST	SACS Contacts	9/9	9/9																																				
Completion of Institutional Effectiveness Assessment Plans by programs	SACS Contacts	8/17	10/31																																				
Completion of inventory of significant program changes since 2005	SACS Contacts	8/17	10/31																																				
Assessment forms revised and finalized	SACS Contacts	11/7	11/11																																				
Part II & III			3/15 1/6/12																																				
VPs & Deans revise 2005 narratives	VPs and Deans	4/15	8/30																																				
Inform all contributors of their tasks	Narrative Coordinators	8/18	9/16																																				
Complete narrative drafts	Narrative Coordinators	8/18	10/17																																				
Revise narratives for AST	Narrative Coordinators	10/21	11/11																																				
Fact check narratives re: your college or office	SACS Contacts	11/14	12/7																																				
Internal readers review	AST & TBD	11/14	12/7																																				
Conduct any follow-up data collection requested by AST	Narrative Coordinators	11/14	12/7																																				
Part V: QEP			1/1 12/1																																				
Final reviews of report			1/6/12 2/10/12																																				
SACS 5th Year Review Website			3/15 2/24/12																																				
Build website	Web Team	3/15	8/31																																				
Ensure links are active and accurate	SACS Contacts	11/14	12/7																																				
Compile Report			2/13/12 3/2/12																																				
Buffer			3/2/12 3/25/12																																				

Buffer for emergencies ONLY