

# TRACS SCHOOL GUIDE - ANNUAL MEETINGS

## Bayside Projects Consulting Free Download Reference Guide

Suggested annual meetings for TRACS-accredited schools. Schedule and meetings may vary depending on the institution's scope and size. TRACS standards are subject to change. We recommend confirming your institution meetings comply with best practices, licensing, TRACS, and any additional regulatory standards that may apply.

Meeting	Frequency	Participants	External Members?	January Meeting	April Meeting	July Meeting	October Meeting
<b>INSTITUTIONAL ASSESSMENT MEETING</b> <i>(Reviews the Annual Institutional Assessment Plan, action items, and related topics)</i>	Quarterly	Institutional Assessment Committee Members.	NO	X	X	X	X
<b>STAFF MEETING</b> <i>(Informs personnel of last year's results, reports, and current year plans. Receive personnel feedback)</i>	Annually	All school personnel listed in the organizational chart and catalog: administrative and faculty	NO	X			
<b>INSTITUTION'S BOARD MEETING</b> <i>(Reviews institution's matter as per standing Board meeting agenda)</i>	Biannually	Institution's Board members.	YES		X		X
<b>PROGRAM REVIEWS BY ACADEMIC DEPARTMENT</b> <i>(Reviews each program as per TRACS standards)</i>	Annually	Director of Education and faculty.	NO				X
<b>ACADEMIC MEETING</b> <i>(Reviews academic topics)</i>	Quarterly	Director of Education and faculty.	NO	X	X	X	X
<b>FINANCIAL MEETING</b> <i>(Reviews financial topics)</i>	Quarterly	President, Financial Director, Accountant, Financial Auditor.	NO	X	X	X	X
<b>STRATEGIC MEETING</b> <i>(Reviews strategic plan, follow up on action items and related topics)</i>	Quarterly	Strategic Committee Members.	NO	X	X	X	X

Need assistance with your institution's TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).