

ABHES SCHOOL – ANNUAL OPERATIONS CALENDAR

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Sample operations calendar for ABHES-accredited schools, a starting point to help you create your own. It may vary depending on the institution's scope and regulatory deadline schedules.

MONTH	TO DO
January	Prepare Survey & Institutional Outcomes Reports
	Conduct Quarterly Financial Meeting
	Conduct Annual Program Reviews by Academic Department
	Conduct Quarterly Institutional Assessment and Planning Follow-Up Meeting
	1 st Teacher Planning Day of the Year: Instructional Methodologies Continuing Education
February	Conduct Annual Surveys: Policies, Personnel, Active Students
	PEP Annual Report: Start Preparing New Report – Data Collection
	Conduct Annual Inventory: Instructional, Operations, Learning Resource System, Technical Infrastructure
March	PEP Annual Report: Continue Work Preparing Draft
	Annual Faculty Evaluations & Class Observations
	Annual Personnel Performance Reviews
	Submit Financials to State and Accrediting Agencies
April	Institutional Assessment and Planning Meeting: Present Preliminary PEP Report to Executives and Staff
	Conduct Annual Program Advisory Board Meetings and Present PEP Report
	PEP Report: Distribute Official Report including Board Member’s Feedback and Agreed Action Items
	Conduct Annual Staff Meeting (present PEP annual reports, past year results, plans for next 12 months)
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
May	Conduct 1 st Emergency-Fire Drill of the Year
	Audit Employee Files
June	Audit Active Student Files
July	Prepare Survey & Institutional Outcomes Reports
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
	Conduct Quarterly Institutional Assessment and Planning Follow-Up Meeting
August	Audit Graduate Files
September	Audit Withdraw Files
October	Prepare Survey & Institutional Outcomes Reports
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
	Conduct Quarterly Institutional Assessment and Planning Follow-Up Meeting
	2 nd Teacher Planning Day of the Year: Professional Development Continuing Education
November	Conduct 2 nd Emergency-Fire Drill of the Year
	Issue Operating Budget for Next Calendar Year
	Submit Annual Data Collections
December	End-of-Year Activities

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