

TRACS SCHOOL – ANNUAL OPERATIONS CALENDAR

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

January	Prepare Survey & Institutional Outcomes Reports.
	Conduct Quarterly Financial Meeting.
	Conduct Annual Program Reviews by Academic Department.
	Conduct Quarterly Institutional Assessment Follow-Up Meeting.
	Conduct Quarterly Strategic Plan Follow-Up Meeting.
	1 st Teacher Planning Day of the Year: Instructional Methodologies Continuing Education.
February	Conduct Annual Surveys: Policies, Personnel, Active Students.
	Institutional Assessment Plan: Start Preparing New Plan – Data Collection.
	Conduct Annual Inventory: Instructional, Operations, Learning Resources, Technical Infrastructure.
March	Institutional Assessment Plan: Continue Work on New Plan.
	Annual Faculty Evaluations & Class Observations.
	Annual Personnel Performance Reviews.
	Submit Audited Financials to State and Accrediting Agencies.
April	Prepare Survey & Institutional Outcomes Reports.
	Institutional Assessment Plan: Present Preliminary Institutional Assessment Plan to Executives and Staff.
	Conduct 1 st Board Meeting of the Year. Present Revised Institutional Assessment Plan, Budget, Strategic Plan.
	Institutional Assessment Plan: Distribute Official Report including Board Member's Feedback.
	Conduct Annual Staff Meeting. Present Institutional Plan, Strategic Plan, past year results, and 12-month plan.
	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 Follow-Up Meeting.
	Conduct Quarterly Strategic Plan Follow-Up Meeting.
August	Audit Graduate Files.
September	Audit Withdraw Files.

October	Prepare Survey & Institutional Outcomes Reports.
	Conduct Quarterly Financial Meeting and Issue Revised Operating Budget.
	Conduct Quarterly Academic Meeting.
	Conduct Quarterly Institutional Assessment Follow-Up Meeting.
	Conduct Quarterly Strategic Plan Follow-Up Meeting.
	Conduct 2 nd Board Meeting of the Year. Follow up to April meeting as per standing agenda.
	2 nd Teacher Planning Day of the Year: Professional Development Continuing Education.
November	Conduct 2 nd Emergency-Fire Drill of the Year.
	Submit Annual Data Collections to Regulatory Agencies (State Licensing, Accreditors, etc.).
December	End-of-Year Activities.

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](#).