

COE SCHOOL – ANNUAL OPERATIONS CALENDAR

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Sample operations calendar for COE-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 Strategic Meeting & Issue Revised Strategic Plan
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
	Conduct Annual Staff Meeting
	1 st Teacher Planning Day of the Year: Instructional Methodologies Continuing Education
February	Conduct Annual Surveys: Policies, Personnel, Active Students
	Conduct Annual Inventory: Instructional, Operations, Learning Resources, Technical Infrastructure
March	Annual Faculty Evaluations & Class Observations
	Annual Personnel Performance Reviews
	Submit Financials to State and Accrediting Agencies
April	Conduct Annual Occupational Advisory Committee Meetings (one per program or program cluster)
	Conduct Annual Institutional Advisory Committee Meeting
	Conduct Quarterly Strategic Meeting & Issue Revised Strategic 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 Strategic Meeting & Issue Revised Strategic Plan
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
August	Audit Graduate Files
September	Audit Withdraw Files
October	Prepare Survey & Institutional Outcomes Reports
	Conduct Quarterly Strategic Meeting & Issue Revised Strategic Plan
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
	Conduct Annual Program Reviews by Academic Department
	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 COE initial accreditation? We are glad to help. Visit our [COE Accreditation Page](#) for the application process information and additional reference guides. Visit [COE Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)