

SUPPORT SERVICES REVIEW TIMELINE

WHEN	WHO	WHAT
August - September	Administrative Unit Chairs & OIEA Staff	SSR orientation meeting
September – February	Administrative Units	Conduct SWOT
March 1	Administrative Units	SWOT results due to OIEA
September – April	Administrative Units	Write Quality Improvement Plan and Support Services Report
May 1	Administrative Units	Quality Improvement Plan and Support Services Report due to OIEA
May-June	Achieving Excellence Committee's Support Services Review Subcommittee	Review Quality Improvement Plans and Support Services Reports and provide feedback to units
June-July	Selected Administrative Units	Revise Quality Improvement Plan and Support Services Report as requested by Achieving Excellence Committee's Support Services Review Subcommittee.
August-October	Administrative Units	Present findings to appropriate leaders and stakeholders
September	Administrative Units	Implement Quality Improvement Plan
March 1 (On Successive Years)	Administrative Units	Submit Quality Improvement Plan update to OIEA