

### SUPPORT SERVICES REVIEW TIMELINE

| WHEN           | WHO                                     | WHAT  |
|----------------|---|---|
| October        | Administrative Unit Chairs & OIEA Staff | Meet to review SSR process  |
| March 1        | Administrative Units                    | Submit SWOT results to OIEA   |
| May 1          | Administrative Units                    | Submit Quality Improvement Plan and Support Services Report to OIEA   |
| May-June       | Achieving Excellence Committee          | Review Quality Improvement Plans and Support Services Reports   |
| June-July      | Selected Administrative Units           | Revise Quality Improvement Plan and Support Services Report as requested by Achieving Excellence Committee. |
| August-October | Administrative Units                    | Present findings to appropriate leaders and stakeholders  |
| September      | Administrative Units                    | Implement Quality Improvement Plan  |
| March 1        | Administrative Units                    | Submit Quality Improvement Plan update to OIEA  |