

Annual Report Schedule for the WVU 2010 Plan

	WVU Report	Unit Reports	Charting the Future: HEPC Master Plan
January	Annual report printed and posted online	Annual reports due from colleges and schools	
February	Annual report distributed to BOG, Senior leadership, deans, Foundation, etc.	College and school annual reports provided to other primary units and posted online	
March			
April			
May			
June			
July		Annual reports due from academic units and posted online (Extended Learning, Honors College, Extension, Student Affairs, Libraries, Graduate Education, Advising)	
August	Annual report drafted	Annual reports due from smaller units and posted online (e.g., CEE, OIP, OISS, Adventure WV, and others)	
September	Draft annual report provided to the 2010 Plan Implementation Team	Annual reports due from administrative units and posted online (Research, Technology, Human Resources, Admissions and Records, University Advancement and Marketing)	WVU compact report submitted in 2008
October	HEPC numbers approved and entered into report; Annual Report data validated by Institutional Research		
November	Annual report to BOG for approval	Central and HEPC data provided to deans for inclusion in college and school reports, after validated by Institutional Research	Annual compact report due to HEPC
December	Annual report checked by university editor; forwarded by Creative Services to Printing Services		

Specific reporting dates will be announced annually.

Annual reports from smaller units include: number of students participating (and program specific metrics), program accomplishments, and 1-3 student profiles.