Key Task	Responsible Committee	Additional Responsible Parties	Deadline	Results
Institutional Report Card – Timing and Responsibility Established	SPARC	President, Provost, COD	August 27, 2012	SPARC will Coordinate with J. Glenn; Deadline to President's office by Nov 15; to BOT for Dec meeting
Progress Reports on 2012 Action Steps submitted to SPC	SPC	BOT Chair, President, Provost, VP for University and Government Relations, VP for Finance and Administration, VP for Enrollment Management, VP for Advancement, Associate Provost and Graduate Dean, Associate Provost and Chief Information Officer, Associate Provost for Instructional Support, Dean of Liberal Arts, Executive Director of Outreach, Director of the Center for Community and Economic Development, Director of Assessment, Director of General Education, SBAC Chair Faculty Senate, Staff Senate, Student Government Association (SGA), Faculty Salary Review Committee, Staff Salary Review Committee, University Assessment Committee. General Education Council, President Academic Council, Department Chairs, Unit Administrators, Office of Multicultural Student Services	August 31, 2012	Reports received, compiled, and distributed to the SPC on Sept 6, 2012
Contact "Responsible Parties" and request targets for Key Performance Indicators (KPIs)	SPARC	Assoc Provost and CIO	September 1, 2012	Responsible partieis contacted via email. Deadline for KPI targets established as November 1, 2012.

Key Task	Responsible Committee	Additional Responsible Parties	Deadline	Results
Revise "SPARC Proposed Reorganization" (Appendix 2.1 of the HLC Monitoring Report) to reflect: 1) Changes in timing of Institutional Report Card (IRC) 2) Addition of Director of Assessment to SPC	SPARC	Faculty Senate, COD, Board of Trustees (BOT)	September 1, 2012	Revisions to "SPARC Proposed Reorganization" submitted for consideration to Faculty Senate, COD, and President Courtway on Sept. 17, 2012.
Develop Instructions for Budget and Salary Requests for FY 2014	SBAC; SPARC	VP for Finance and Administration	September 8, 2012	Instructions developed and sent to SBAC members.
Budget and Salary Request Instructions Approved by SBAC	SBAC		September 13, 2012	Instructions approved by SBAC at September meeting.
Call for Budget and Salary requests to unit heads, Salary Committees	SBAC	Heads of Units; Faculty and Staff Salary Committees	September 17, 2012	Call sent to unit heads via email on 9/13/12.
KPI Targets set and received	SPARC	Various "Responsible Parties"	September 30, 2012	Deadline moved to November 1. 2102.
Strategic Planning and Resource Council (SPARC) Report to Faculty Senate	SPARC	Strategic Planning Committee (SPC), Strategic Budgeting Advisory Committee (SBAC)	October 1, 2012	Approved by SBAC April 2012; Approved by SPC September 2012; Submitted to Faculty and Staff Senates and SGA September 28, 2012.
Action Steps and Assessment Plan for Fiscal Year (FY) 2013 and 2014 set and distributed to campus community; posted on UCA Website	SPC, SPARC	VP for University and Government Relations	October 1, 2012	
UCA Website updated to reflect new SPARC	SPARC	VP for University and Government Relations	October 1, 2012	

Key Task	Responsible Committee	Additional Responsible Parties	Deadline	Results
structure and Action Steps – new material needs to be first seen; old material archived and accessible				
University electronic assessment software in place	Assessment Committee	Associate Provost for Instructional Support; Director of Assessment	October 1, 2012	
Review and revision of "Shared Governance" questionnaire complete	SPC, SBAC	VP for Finance and Administration	October 1, 2012	
Budget and Salary Requests received by Strategic Budgeting Advisory Committee	SBAC	Heads of Units; Faculty and Staff Salary Committees	October 26, 2012	
Budget and Salary requests posted to myUCA	SBAC	VP for University and Government Relations	October 29, 2012	
"Shared Governance" survey distributed to campus community	SPARC		November 1, 2012	
"Budget 101" presented during one of Campus Talk sessions – Fall 2012	SBAC	VP for Finance and Administration	November 1, 2012	
HLC Financial Recovery Plan Report complete	SBAC	VP for Finance and Administration	November 1, 2012	
Budget and Salary hearings held	SBAC	Heads of Units; Faculty and Staff Salary Committees	November 8, 2012	
IRC / Progress Report on Strategic Plan to President's office for Dec BOT meeting	SPARC, SPC, SBAC	Associate Provost and Chief Information Officer, Director of IR, VP for Finance and Administration	November 15, 2012	
Strategic Plan framework built into electronic	Assessment Committee	Associate Provost for Instructional Support; Director of Assessment	December 31, 2012	

Key Task	Responsible Committee	Additional Responsible Parties	Deadline	Results
assessment software and all units trained to enter data into system				
Budget and Salary recommendations from SBAC submitted to President and transmitted to campus community	SBAC	President, VP for University and Government Relations	January 31, 2013	
Results of "Shared Governance" survey analyzed; report comparing results of 2011-12 and 2012-13 surveys complete and distributed to campus community	SPARC	IR, VP for University and Government Relations	January 31, 2013	
Campus-wide Strategic Plan update forums held to add / modify initiatives for FY 2015 and to identify long range targets for achieving UCA Vision	SPARC, SPC	Faculty and Staff Senates, SGA	January and February 2013	
Unit Strategic Plan update meetings held to add / modify initiatives for FY 2015 and to identify long range targets for achieving UCA Vision	SPARC, SPC	Unit Heads	January and February 2013	
FY 2014 Budget recommendation complete		VP for Finance and Administration	March 2013	
Update of Strategic Plan for FY 2015 completed by SPC and transmitted to President and campus	SPC	President, VP for University and Government Relations	April 2013	

Key Task	Responsible Committee	Additional Responsible Parties	Deadline	Results
community				
FY 2014 Strategic Plan on BOT agenda	SPARC	President	Early May 2013	
FY 2014 Budget on BOT agenda	SBAC	President, VP for Finance and Administration	May 2013	
Departments & Unit Planning Retreats: Develop Action Steps to Address Strategic Plan FY 2015 Initiatives	Assessment Committee, SPARC	Deans, Vice-Presidents, Department Chairs, Unit Heads, Director of Assessment	May 2013	
Electronic Submission of Annual Reports Containing Progress Toward FY 2013 Strategic Plan	Assessment Committee	Deans, Vice-Presidents, Department Chairs, Unit Heads, Director of Assessment	July 1, 2013	