2014-15 CTEA CALENDAR

- **September**: FY15 GV budgets will be released for use in Banner.
- **October 6** (Monday): Recommended date to complete all major equipment and software purchases in Banner, i.e., finish submitting purchase orders. Please contact Dr. Oldfield (CTEA Program Administrator) ASAP if you must add/delete or increase the cost of any Code 20 (equipment) items.
- **November 3** (Monday): **Deadline** to request CTEA student data scantrons from Jim Lagonegro (x4213) in the Office of Institutional Effectiveness (OIE) to calculate your fall 2014 student data for your draft ME Interim Report (due in January, 2015). Please ask your students fill out the scantrons, then return them to Jim so they will be properly scanned.
- **November 10** (Monday): **Deadline** to collaborate with Jim Lagonegro to begin designing or re-designing and preparing survey instruments for your spring 2015 ME project evaluation.
- **November 14** (Friday): **Deadline** to notify Dr. Tucker of any change in your Code 20 list or major program change you would like to request from NYSED (no major changes after this date).
- **December 31** (Wednesday): **Deadline** for installing all major (Code 20) equipment and software items worth more than $5,000 each. Every item on your GV code 20 list must have been ordered, received, installed, and available for use by CTEA students in your class(es) by this date.
- **January 23, 2015** (Friday): **Deadline** for your draft ME Interim Report in the OGD office (please email it as a MS Word file to Dr. Tucker).
- **February 17** (Tuesday): **Deadline** for notifying Dr. Tucker about final budget changes or to request budget reallocations on behalf of your Major Effort project.
- **March 6** (Friday): **Deadline** for all CTEA travel requests to be completed and signed by President McKay; all remaining purchases of minor equipment and supplies should be planned by this date. (March 23 is the last day for OGD to receive this information in order to process a final budget amendment for such “last minute” budget changes.)
- **March 27** (Friday): **Deadline** to finalize your post-/pre-test analysis and/or other evaluation surveys with Jim Lagonegro.
- **April 10** (Friday): **Deadline** to request CTEA student data duplication scantrons from Jim Lagonegro (OIE) to calculate your spring 2014 student participation data for your final report. Please return your completed scantrons to Jim (OIE) so they will be properly scanned.
- **April 20** (Monday): **Deadline** to complete your final ME evaluation/assessment; please consult with Jim Lagonegro about your final data and results by this date. Make sure to forward copies of your final data to Dr. Tucker (x4760) so he can assist you with your ME Final Report.
- **April 24** (Friday): **Deadline** for processing your final purchases in Banner. It is your responsibility to contact each vendor to obtain a copy of the original invoice or any other paperwork required to ensure payment of each of your purchases.
- **June 26** (Friday): End of 2014-15 CTEA budget year; all encumbrances for purchases for items not yet received and directly used by CTEA students must be returned to the vendor (refunded).
- **July 10** (Friday): **Deadline** for all paperwork to be submitted so final checks will be “cut.”
- **September 7** (Monday): **Deadline** to submit your draft ME Final Report to Dr. Tucker (OGD).