DEPARTMENT OF BUSINESS ADMINISTRATION QUALITY CALENDAR

Activity / Commission	January	February	March	April	May	June	July	August	September	October	November	December
Internship Committee Meeting	*No fixed date / As needed*											
Course Equivalency and Adaptation Committee Meeting	✓	✓							✓			
Graduation Committee Meeting	✓	✓				✓	✓					
Accreditation Committee Meeting	*No fixed date / As needed*											
Promotion & Outreach Committee Meeting		✓				✓			✓			
Minor / Double Major Committee Meeting	✓	✓							✓			
Education & Curriculum Committee Meeting	*No fixed date / As needed*											
Erasmus & Student Exchange Committee Meeting	✓	✓							✓			
Quality Committee Meeting	*No fixed date / As needed*											
Department Academic Incentive Committee Meeting	✓											
Strategic Plan Data Entry	✓			✓			✓			✓		
Conducting Surveys for Alumni, Students & Faculty (PEO, PLO, CLO, Satisfaction)							✓					
Systematic Relationships	*Results will be reviewed every five years, and updates will be made as necessary*											
Orientation Program for New Students									✓			
Academic Divisions / Sub-Departments Meetings	*No fixed date / As needed*											
Internal Stakeholder Meetings (Research Assistants)	✓	✓						✓	✓			
Internal Stakeholder Meetings (Faculty Members)	✓	✓						✓	✓			
Website Update & Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
External Stakeholders & Advisory Board Meeting		✓										
Career and Professional Development Events			✓	✓			✓			✓	✓	
Promotional Activities			✓	✓			✓			✓	✓	
Student Representatives' Meeting					✓							✓
Meeting with Transfer, Double Major, and Minor Students				✓								✓
Department Board Meeting	*No fixed date / As needed*											
Academic & Career Advising Meeting		✓							✓			