Action	Person Responsible	Begin Date	Completion Date	Notes:
Receive CAS materials from AVP	AVP	Nov 15		Stored in Office 365
Select a leader	Advising/Office lead	Nov 15	Dec 1	
Training for advising/unit leader and CAS team lead	AVP & Advising lead	Dec 1	Jan 1	
Identify and collect evidence	CAS lead, advising lead & office staff	Jan 1	April 1	
Assemble a team	Advising/Office Lead	April 1	April 15	Recommended: 1 Staff inside the unit 1 staff outside the unit 1 faculty member 1 student
Team training	AVP	April 15	May 1	
Review evidence	Unit CAS Team	May 1	June 30	Individually then group consensus
CAS Team meets with advising/office lead	CAS lead, advising lead	June 30	July 30	
Advising/Unit lead & staff create action plan	Advising/Unit lead	July 30	August 15	
Advising/Unit leader prepares report for Budget Review Officer/ University Assessment Committee	Advising/Unit lead	August 15	September 30	
Feedback provided by the Student Service Program Review Committee/Dean	AVP 0	October 3		