

# San Diego Miramar College

## Annual Planning Calendar/Cycle– 2018-2019

	Target Dates	Action	Responsible Party
<b>2018</b>	August	Provide Program Review Data (when appropriate)	PRIE Office
	August 31th	Submit updated status report on College outcome assessment data to CEC	Outcomes & Assessment Facilitator
	August -September	Program Review reports generated by Administrative Services, Student Services, Communication Services, and PRIELT	Department Chairs/Supervisors
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	September 21st	Request allocation of new discretionary resources	BRDS Co-chairs (VPA & Faculty Co-Chair)
	October 5th	Input Program Review reports into <b>Watermark (previously Taskstream)</b> by Administrative Services, Student Services, Communication Services, and PRIELT	Department Chairs/Supervisors
		Discuss Program Review reports with appropriate administrator	Department Chairs/Supervisors
	October 5th	Submit RFFs to BRDS (All Divisions, Communication Services, PRIELT)	Deans/VPs/PIO
	October 12th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans/Supervisors
	November 2nd	Annual update - Division/Communication Services/PRIELT goals and objectives	VPA, VPI, VPSS, PIO, PRIELT Dean
		BRDS review/approve new discretionary request	BRDS Co-chairs (VPA & Faculty Co-Chair)
		Submit information copy of prioritized classified employee hiring list to Classified Senate President	VPA
	November 30th	Submit summary of Program Review reports/Annual Division/Communication Services/PRIELT plan updates	VPA, VPI, VPSS, PIO, PRIELT Dean
		Submit prioritized classified employee hiring list to College President	VPA, VPI, VPSS
		Submit prioritized faculty hiring list to the College President	Faculty Hiring Committee / Academic Senate President
	December 4th	Submit updated status report on College outcome <b>assessment</b> data to CEC	Outcomes & Assessment Facilitator
CEC approves BRDS RFF prioritized list/new discretionary allocation		CEC	
Submit prioritized classified employee and faculty hiring lists to CEC, as		College President	
<b>2019</b>	January 7th	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators
	February 1st	Distribute discretionary budget re-allocation worksheets	Business Office
	February 12th	Submit updated status report on College outcome <b>assessment</b> data to CEC for annual ACCJC report	Outcomes & Assessment Facilitator
	February 22nd	Start to review annual planning calendar	PIEC
	March 15th	Annual College-wide Planning Summit	PIEC
	March 22nd	Finalize annual planning calendar to CEC	PIEC
	March 31st	Discretionary budget re-allocation worksheet due to Business Office	VPA, VPI, VPSS, PIO, PRIELT Dean
	April 19th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 26th	Tentative discretionary funds allocation due to District	Business Services
Department Chair worksheets due to District			

April 20th	Program Review reports generated by Instructional Division (for subsequent year)	Department Chairs/Supervisors
	Input Program Review reports into <b>Watermark (previously Taskstream)</b> by Instructional Division	Department Chairs/Supervisors
	Discuss Instructional Program Review reports with appropriate administrator	Department Chairs/Supervisors
April 30th	Submit updated status report on College outcome <b>assessment</b> data to CEC	Outcomes & Assessment Facilitator
May 3rd	Review tentative budget	College President/ President's Cabinet
May 17th	Divisions/Communication Services/PRIELT to provide status updates on current years accomplishments	VPA, VPI, VPSS, PIO, PRIELT Dean
May 24th	Review re-assigned time worksheet	College President/ President's Cabinet

Approved by CEC XX/XX/18

Cycle begins at start of academic year

