

San Diego Miramar College

Annual Planning Calendar/Cycle– 2016-2017

	Target Dates	Action	Responsible Party
2016	August	Provide Program Review Data	Research and Planning Analyst
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	August -September	Program Review reports generated by Administrative Services, Student Services, Communication Services, and PRIELT	Department Chairs/Supervisors
	September 9th	Request allocation of new discretionary resources	BRDS Co-chairs (VPA & Faculty Co-Chair)
	September 27	Tentative CEC final approval of Accreditation Self-Evaluation Report	CEC
	October 3rd	Input Program Review reports into Taskstream by Administrative Services, Student Services, Communication Services, and PRIELT	Department Chairs/Supervisors
		Discuss Program Review reports with appropriate administrator	Department Chairs/Supervisors
	October 5th (Tentative)	Submit RFFs to BRDS (All Divisions, Communication Services, PRIELT)	Deans/VPs/PIO
	October 14th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans
	October 28th	Annual update - Division/Communication Services/PRIELT goals and objectives	VPA, VPI, VPSS, PIO, PRIELT Dean
	November 11th	Annual update - Develop Division/Communication Services/PRIELT priorities	VPA, VPI, VPSS, PIO, PRIELT Dean
		Submit information copy of prioritized classified employee hiring list to Classified Senate President	VPA
	December 2nd	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 6th	CEC approves BRDS RFF prioritized list/new discretionary allocation	CEC
		Submit prioritized classified employee and faculty hiring lists to CEC, as information	College President
	December 9th	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators
	December 9th	Submit updated discretionary budget worksheets to appropriate VP with supporting goals and objectives	Deans / Managers
		Submit annual Division/Communication Services/PRIELT goals based on program review needs assessment	VPA, VPI, VPSS, PIO, PRIELT Dean
2017	January 17th	Distribute discretionary budget worksheets	Business Office
	February 14th	Submit updated status report on College outcome data to CEC for annual ACCJC report	Outcomes & Assessment Facilitator
	February 24th	Start to review annual planning calendar	PIEC
	March 3rd (Tentative)	Annual College-wide Planning Summit	PIEC
	March 27th	Finalize annual planning calendar to CEC	PIEC
	March 31st	Approve discretionary budget worksheets and submit to Business Services	VPA, VPI, VPSS, PIO, PRIELT Dean
	April 7 th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 13th	Tentative discretionary funds allocation due to District	Business Services
		Department Chair worksheets due to District	

	April 21	Program Review reports generated by Instructional Division (for subsequent year)	Department Chairs/Supervisors
		Input Program Review reports into Taskstream by Instructional Division	Department Chairs/Supervisors
		Discuss Program Review reports with appropriate administrator	Department Chairs/Supervisors
	May 2nd	Review tentative budget	College President/ President's Cabinet
	May 19	Divisions/Communication Services/PRIELT to provide status updates on current years accomplishments	VPA, VPI, VPSS, PIO, PRIELT Dean
	May 23rd	Review re-assigned time worksheet	College President/ President's Cabinet
	August 31th	Submit updated status report on College outcome data to CEC	Outcomes & Assessment Facilitator

Approved by CEC 5/03/16

Cycle begins
at start of
academic year

