2009-10 Timeline for Updating College Wide Master Plan

Stage	Due Date	Action	Responsible Party
1	September 15, 2009	Update CWMP Section IIIb (External Focus – Environmental Scan) and report results to departments, offices, programs, and IE Committee	▪ Research Subcommittee
		Update CWMP Section IIIc (Budget and Resource Development) and report results to departments, offices, programs, and IE Committee	▪ Budget & Resource Development Subcommittee
1	October 15, 2009	Submit PR/SLOAC Annual / Comprehensive reports to instructional deans / VPSS / VPA (compile April – October)	▪ Dept Chairs ▪ Student Services Offices & Programs ▪ Admin Services Offices & Programs
1	October 30, 2009	Submit PR/SLOAC Annual / Comprehensive reports to PR/SLOAC Committee	▪ Instructional Deans
		Submit PR Annual / Comprehensive reports to Student Services Program Review Committee	▪ VPSS
		Submit PR Annual / Comprehensive reports to Administrative Services Committee	▪ VPA
		Submit PR Annual / Comprehensive report to College President	▪ Communication Services
1	December 1, 2009	Update CWMP Section IIIa (Internal Focus – Program Review) and report results to parent committees (if applicable) and IE committee	▪ PR/SLOAC Committee ▪ Student Services PR Committee ▪ Administrative Services Committee ▪ College President (for Communication Services)
2	December 1, 2009	Submit consolidated goals/objectives to IE committee and President's Cabinet (compile October – November)	▪ VPI ▪ VPSS ▪ VPA ▪ Communication Services
1	December 15, 2009	Update CWMP Section II (College Overview)	▪ PIO & Campus Researcher
1	December 15, 2009	Submit course SLOAC reports	▪ Program contacts
3	December 18, 2009	Submit recommended college-wide priorities to IE Committee (CWMP Section IV)	▪ IE Steering Committee
3	February 12, 2010	Submit recommended college-wide priorities to CEC (CWMP Section IV)	▪ IE Committee

Stage	Due Date	Action	Responsible Party
3	February 27, 2010	Approve college-wide priorities (CWMP Section IV)	▪ CEC / President
4	March 1, 2010	Incorporate college-wide priorities (CWMP Section IV) into initial budget development process	▪ Budget & Resource Development Subcommittee
4	March 15, 2010	Submit workplans for 2010-11 academic year to Budget & Resource Development Subcommittee	▪ Dept Chairs via Instructional Deans ▪ Student Services Offices & Programs via VPSS ▪ Admin Services Offices & Programs via VPA ▪ Communication Services
4	March 31, 2010	Update CWMP Section IV (Divisional / Communication Services Goals and Objectives) using the information in Section VI (College-Wide Priorities)	▪ Communication Services ▪ Instructional Schools ▪ Student Services Division ▪ Administrative Services Division
		Update CWMP Section V (Infrastructure Plans) using the information in Section VI (College-Wide Priorities)	▪ Technology Committee ▪ Facilities Committee ▪ Hiring Committee ▪ Marketing / Outreach Committee
1	April 1, 2010	Provide Dean's Report to Dept Chairs for 2010-11 PR/SLOAC cycle (compile October – April)	▪ Deans
4	April 15, 2010	Complete consolidated draft of CWMP, including Sections I (Executive Summary), IIId (State of the College), and VII (Index).	▪ IE Committee
4	April 16, 2010	Present consolidated draft of CWMP to campus for comment.	▪ IE Committee
4	May 7, 2010	Complete final draft of CWMP	▪ IE Committee
1	May 14, 2010	Submit course SLOAC reports	▪ Program contacts
4	May 18, 2010	Approve final CWMP	▪ CEC / President
4	May 20, 2010	Distribute final approved CWMP throughout college for implementation during the 2010-11 academic year.	▪ IE Committee