

San Diego Miramar College

Annual Planning Calendar/Cycle– 2018-2019

| | Target Dates | Action | Responsible Party |
|--|-------------------|--|---|
| 2018 | August | Provide Program Review Data (when appropriate) | Research 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 Watermark 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 |
| | October 27th | Annual update - Division/Communication Services/PRIELT goals and objectives | VPA, VPI, VPSS, PIO, PRIELT Dean |
| | November 2nd | 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 assessment 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 | |
| 2019 | 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 assessment 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 | | | |

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| April 20th | Program Review reports generated by Instructional Division (for subsequent year) | Department Chairs/Supervisors |
| | Input Program Review reports into Watermark 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 assessment data to CEC | Outcomes & Assessment Facilitator |
| May 3rd | Review tentative budget | College President/ President's Cabinet |
| May 18th | 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 05/15/18

Cycle begins at start of academic year

