

San Diego Miramar College
Annual Planning Calendar/Cycle– 2022-2023

	Target Dates	Action	Responsible Party
2022	Ongoing	Provide Program Review Data through Dashboard	Research Office
	August 1st	First round non-instructional program review reports due to appropriate administrator - to include all resource requests (equipment, facilities, staffing, technology)	Department Chairs/Supervisors
	August 26th	Submit updated status report on college program review and outcome assessment to College Council (CC)	Program Review & Outcomes Assessment Facilitator
	September	Reaffirm planning cycle with all constituency groups	PIERC Co-Chairs
	September 1st	Second round non-instructional program review reports due to appropriate administrator	Department Chairs/Supervisors
	September 16th	Request allocation of new discretionary resources	BRDS Co-chairs (VPA & Faculty Co-Chair)
	September 30th	Submit program review reports to College President	VPA, VPI, VPSS, PIO, PRIELT Dean
		Submit RFFs to BRDS (All Divisions, Communication Services, PRIELT)	Deans/VPs/PIO
	October 7th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans/Supervisors
	October 28th	Annual update - Division/Communication Services/PRIELT goals and objectives	VPA, VPI, VPSS, PIO, PRIELT Dean
	November 17th	BRDS review/approve new discretionary request	BRDS Co-chairs (VPA & Faculty Co-Chair)
		Submit information copy of prioritized classified professional hiring list to Classified Senate President	VPA
	November 28th	Submit summary of Program Review reports/Annual Division/Communication Services/PRIELT plan updates	VPA, VPI, VPSS, PIO, PRIELT Dean
		Submit prioritized classified professional hiring list to College President	VPA, VPI, VPSS
		Submit prioritized faculty hiring list to the College President	Faculty Hiring Committee/ Academic Senate President
2023	February 2nd	CC reviews BRDS RFF prioritized list/new discretionary allocation	College Council
		Submit prioritized classified professional and faculty hiring lists to College Council (CC), as information	College President
	February 2nd	Submit approved RFF submissions to Business Office	RFF Originators
		Distribute discretionary budget re-allocation worksheets	Business Office
	February 7th	Submit updated status report on college program review and outcome assessment to College Council (CC)	Program Review & Outcomes Assessment Facilitator
	February 16th	Start to review annual planning calendar	PIERC
	February 27th	Discretionary budget re-allocation worksheet due to Business Office	VPA, VPI, VPSS, PIO, PRIELT Dean
	March 17th	Annual College-wide Planning Summit	PIERC
	March 24th	Finalize annual planning calendar to College Council (CC)	PIERC
	April 3rd	Share out collegewide "Areas of Focus for Subsequent Year" at College Council (CC)	College President
	April 14th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
		Program Review reports generated by Instructional Division (for subsequent year)	Department Chairs/Supervisors
		Input Program Review reports into Nuventive by Instructional Division	Department Chairs/Supervisors
		Discuss Instructional Program Review reports with appropriate administrator	Department Chairs/Supervisors
	April 28th	Submit updated status report on college program review and outcome assessment for Instruction	Program Review & Outcomes Assessment Facilitator
		Department Chair worksheets due to District	Business Services
	May 1st	Review tentative budget	College President/ President's Cabinet
	May 22nd	Review re-assigned time worksheet	College President/ President's Cabinet
	June 30th	Divisions/Communication Services/PRIELT to provide status updates on current years accomplishments	VPA, VPI, VPSS, PIO, PRIELT Dean

Cycle begins
at start of
academic year

