San Diego Miramar College

	Target Dates	Action	Responsible Party
2023	Ongoing	Provide Program Review Data through Dashboard	Research Office
	July 31st	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 15th	Request allocation of new discretionary resources	BRDS Co-chairs (VPA & Faculty Co-Chair)
	September 29th	Submit program review reports to College President	VPA, VPI, VPSS, PIO, PRIEL Dean
		Submit RFFs to BRDS (All Divisions, Communication Services, PRIEL)	Deans/VPs/PIO
	October 6th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans/Supervisors
	October 27th	Annual update - Division/Communication Services/PRIEL goals and objectives	VPA, VPI, VPSS, PIO, PRIEL Dean
	November 16th	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 27th	Submit summary of Program Review reports/Annual Division/Communication Services/PRIEL plan updates	VPA, VPI, VPSS, PIO, PRIEL 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
	November 28th	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
2024	February 1st	Submit approved RFF submissions to Business Office	RFF Originators
		Distribute discretionary budget re-allocation worksheets	Business Office
	February 6th	Submit updated status report on college program review and outcome assessment to College Council (CC)	Program Review & Outcomes Assessment Facilitator
	February 15th	Start to review annual planning calendar	PIERC
	February 26th	Discretionary budget re-allocation worksheet due to Business Office	VPA, VPI, VPSS, PIO, PRIEL Dean
	March 14th	Annual College-wide Planning Summit	PIERC
	March 21st	Finalize annual planning calendar to College Council (CC)	PIERC
	April 1st	Share out collegewide "Areas of Focus for Subsequent Year" at College Council (CC)	College President
	April 11th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 12th	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 25th	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
	April 29th	Review tentative budget	College President/ President's Cabinet
	May 20th	Review re-assigned time worksheet	College President/ President's Cabinet
	June 27th	Divisions/Communication Services/PRIEL to provide status updates on current years accomplishments	VPA, VPI, VPSS, PIO, PRIEL Dean

Approved by College Council XX/XX/23

College Annual Planning Cycle

Cycle begins at start of academic year

Prioritize

September — Complete annual program review data analysis

October — Complete annual program review needs assessment

November — Review Mission Statement, Values, and Vision (every seven years)

Plan — Develop Faculty & Staff Hiring Prioritizations

Allocate Resources

December — Adopt college-wide program review needs results

February — Distribute resources adopted from needs assessment

Implement

March — Submit annual report to ACCJC and approve Annual Planning Calendar

March — Submit Discretionary Budget, FTEF Allocation, & Re-Assigned Time worksheets to Business Services

April — Develop tentative budget

Review — Review & update (3.5 year mid-cycle & 7 year end-of-cycle) Strategic Plan & Educational Master Plan

May — Review tentative budget

Assess