

**San Diego Miramar College**  
Annual Planning Calendar/Cycle– 2024-2025

	Target Dates	Action	Responsible Party
<b>2024</b>	Ongoing	Provide Program Review Data through Dashboard	Institutional Effectiveness Office
	August 5th	First round non-instructional program review reports due to appropriate administrator - to include all resource requests (equipment, facilities, staffing, technology)	Department Chairs/Supervisors
	September	Reaffirm planning cycle with all constituency groups	PIERC Co-Chairs
	August 30th	Second round non-instructional program review reports due to appropriate administrator	Department Chairs/Supervisors
	September 13th	Request allocation of new discretionary resources	BRDS Co-chairs (VPA & Faculty Co-Chair)
	September 27th	Submit program review reports to College President	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean
		Submit RFFs to BRDS (All Divisions, Communication Services, Institutional Effectiveness, LEAD)	Deans/VPs/PIO
	October 4th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans/Supervisors
	November 1st	Annual update - Division/Communication Services/Institutional Effectiveness/LEAD goals and objectives	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean
	November 15th	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
	December 2nd	Submit summary of Program Review reports/Annual Division/Communication Services/Institutional Effectiveness/LEAD plan updates	VPA, VPI, VPSS, PIO, IE Dean, LEAD 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
	December 3rd	College Council (CC) reviews BRDS RFF prioritized list/new discretionary allocation	College Council
		Submit prioritized classified professional and faculty hiring lists to CC, as information	College President
<b>2025</b>	January 31st	Submit approved RFF submissions to Business Office	RFF Originators
		Distribute discretionary budget re-allocation worksheets	Business Office
	February 3rd	Submit updated status report on college program review and outcome assessment to College Council (CC)	Program Review & Outcomes Assessment Facilitator
	February 13th	Start to review annual planning calendar	PIERC
	February 24th	Discretionary budget re-allocation worksheet due to Business Office	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean
	March 14th	Annual College-wide Planning Summit	PIERC
	March 22nd	Finalize annual planning calendar to College Council (CC)	PIERC
	March 28th	Share out collegewide "Areas of Focus for Subsequent Year" at College Council (CC)	College President
	April 10th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 11th	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 28th	Review tentative budget	College President/ President's Cabinet	
May 19th	Review re-assigned time worksheet	College President/ President's Cabinet	

