San Diego Miramar College

Annual Planning Calendar/Cycle– 2025-2026

	Target Dates	Action	Responsible Party
2025	Ongoing	Provide Program Review Data through Dashboard	Institutional Effectiveness Office
	July 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 1st	Second round non-instructional/instructional program review reports due to appropriate administrator (Instructional Deans to VPI)	Department Chairs/Supervisors
	September	Reaffirm planning cycle with all constituency groups	PIERC Co-Chairs
	October 1st	Request allocation of new discretionary resources	BRDS Co-chairs (VPA & Faculty Co-Chair)
		Submit program review reports to College President	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean, DE Director
		Submit RFFs to BRDS [All Divisions & President Office Departments (Communication Services/Institutional Effectiveness/LEAD/Development and Entrepreneurship)]	Deans/VPs/PIO/Director
	October 3rd	Annual update – School/Administrative Units/Student Services Programs/President Office Departments goals and objectives	School Deans/Supervisors
	October 24th	Annual College-wide Equity Summit	LEAD
	October 31st	Annual update - Division & President Office Departments (Communication Services/Institutional Effectiveness/LEAD/Development and Entrepreneurship) goals and objectives	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean, DE Director
	November 14th	Submit information copy of prioritized classified professional hiring list to Classified Senate President	BRDS Co-chairs (VPA & Faculty Co-Chair)
	December 1st	BRDS review/approve new discretionary request	VPA
		Submit summary of Program Review reports/Annual Division & President Office Departments (Communication Services/Institutional Effectiveness/LEAD/Development and Entrepreneurship) plan updates	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean, DE Director
		Submit prioritized classified professional hiring list to College President	VPA, VPI, VPSS
		Submit prioritized faculty/classified hiring lists to Executive Cabinet	Faculty Hiring Committee/ Academic Senate President
	December 2nd	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
2026	December 12th	Submit approved RFF submissions to Business Office	RFF Originators
	February 6th	Distribute discretionary budget re-allocation worksheets	Business Office
	February 12th	Start to review annual planning calendar	PIERC
	March 2nd	Discretionary budget re-allocation worksheet due to Business Office	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean, DE Director
		Submit updated status report on college program review and outcome assessment to College Council (CC)	Program Review & Outcomes Assessment Facilitator
	March 13th	Annual College-wide Planning Summit	PIERC
	March 20th	Finalize annual planning calendar to College Council (CC)	PIERC
	March 27th	Share out collegewide "Areas of Focus for Subsequent Year" at College Council (CC)	College President
	April 9th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 15th	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 24th	Submit updated status report on college program review and outcome assessment for Instruction	Program Review & Outcomes Assessment Facilitator
		Review re-assigned time worksheet	

	May 15th	Review tentative budget	College President/ President's Cabinet
	June 26th	Divisions and President Office Departments (Communication Services/Institutional Effectiveness/LEAD/Development and Entrepreneurship) to provide status updates on current years accomplishments	VPA, VPI, VPSS, PIO, IE Dean, LEAD Dean, DE Director

Approved by College Council 05/XX/2025

Cycle begins at start of academic year

College Annual Planning Cycle

Assess

Prioritize

Plan

Allocate Resources

Implement

Review

September — Complete annual program review data analysis

October — Complete annual program review needs assessment

November — Review Mission Statement, Values, and Vision (every seven years); Develop Faculty & Staff Hiring Prioritizations

December — Adopt college-wide program review needs results

February — Distribute resources adopted from needs assessment

March — Submit Discretionary Budget, FTEF Allocation, & Re-Assigned Time worksheets to Business Services; Submit annual report to ACCJC and approve Annual Planning Calendar

April — Develop tentative budget; Review & update (3.5 year mid-cycle & 7 year end-of-cycle) Strategic Plan & Educational Master Plan

May — Review tentative budget