

# San Diego Miramar College

## Annual Planning Calendar/Cycle – 2026-2027

|      | Target Dates   | Action                                                                                                                                                                                                              | Responsible Party                                                 |
|------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 2026 | Ongoing        | Provide Program Review Data through Dashboard                                                                                                                                                                       | Office of Institutional Effectiveness                             |
|      | July 1st       | First round non-instructional program review reports due to appropriate administrator - to include all resource requests (equipment, facilities, staffing, technology)                                              | Department Chairs, <b>Directors</b> , Supervisors                 |
|      | August 3rd     | Second round non-instructional/instructional program review reports due to appropriate administrator (Instructional Deans to VPI)                                                                                   | Department Chairs, <b>Directors</b> , Supervisors                 |
|      | September      | Reaffirm planning cycle with all constituency groups                                                                                                                                                                | PIER Committee Co-Chairs                                          |
|      | September 30th | Request allocation of new discretionary resources                                                                                                                                                                   | BRDS Co-Chairs<br>(VPA & Faculty Co-Chair)                        |
|      |                | Submit program review reports to College President                                                                                                                                                                  | VPA, VPI, VPSS, PIO, <b>OIE</b> Dean, LEAD Dean, DE Director      |
|      |                | Submit Request for Funding (RFF) to BRDS [All Divisions & President Office Departments (Communication Services/ <b>Office of Institutional Effectiveness</b> / LEAD/Development and Entrepreneurship)]              | Deans, VPA, VPI, VPSS, PIO, <b>Directors</b> , <b>Supervisors</b> |
|      | October 2nd    | Annual update – School/Administrative Units/Student Services Programs/President Office Departments goals and objectives                                                                                             | School Deans, <b>Directors</b> , Supervisors                      |
|      |                | Annual College-wide Equity Summit                                                                                                                                                                                   | LEAD                                                              |
|      | October 30th   | Annual update - Division & President Office Departments (Communication Services/ <b>Office of Institutional Effectiveness</b> /LEAD/Development and Entrepreneurship) goals and objectives                          | VPA, VPI, VPSS, PIO, <b>OIE</b> Dean, LEAD Dean, DE Director      |
|      | November 13th  | Submit information copy of prioritized Classified Professional hiring list to Classified Senate President                                                                                                           | BRDS Co-Chairs<br>(VPA & Faculty Co-Chair)                        |
|      | November 30th  | BRDS review/approve new discretionary request                                                                                                                                                                       | VPA                                                               |
|      |                | Submit summary of Program Review reports/Annual Division & President Office Departments (Communication Services/ <b>Office of Institutional Effectiveness</b> / LEAD/Development and Entrepreneurship) plan updates | VPA, VPI, VPSS, PIO, <b>OIE</b> Dean, LEAD Dean, DE Director      |
|      |                | Submit prioritized Classified Professional and Faculty hiring list to College President                                                                                                                             | VPA, VPI, VPSS                                                    |
|      |                | Submit prioritized Classified Professional and Faculty hiring lists to Executive Cabinet                                                                                                                            | Faculty Hiring Committee/ Academic Senate President               |
| 2027 | December 1st   | College Council (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                                                 |
|      | December 11th  | Submit approved Request for Funding (RFF) submissions to Business Office                                                                                                                                            | RFF Originators                                                   |
|      | February 5th   | Distribute discretionary budget re-allocation worksheets                                                                                                                                                            | Business Office                                                   |
|      | February 11th  | Start to review annual planning calendar                                                                                                                                                                            | PIER Committee                                                    |
|      | March 1st      | Discretionary budget re-allocation worksheet due to Business Office                                                                                                                                                 | VPA, VPI, VPSS, PIO, <b>OIE</b> 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 12th     | Annual College-wide Planning Summit                                                                                                                                                                                 | PIER Committee                                                    |
|      | March 19th     | Finalize annual planning calendar to College Council (CC)                                                                                                                                                           | PIER Committee                                                    |
|      | March 26th     | 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 14th     | Program Review reports generated by Instructional Division (for subsequent year)                                                                                                                                    | Department Chairs, <b>Directors</b> , Supervisors                 |
|      |                | Input Program Review reports into Nuventive by Instructional Division                                                                                                                                               | Department Chairs, <b>Directors</b> , Supervisors                 |
|      |                | Discuss Instructional Program Review reports with appropriate administrator                                                                                                                                         | Department Chairs, <b>Directors</b> , Supervisors                 |
|      | April 23rd     | Submit updated status report on college program review and outcome assessment for Instruction                                                                                                                       | Program Review & Outcomes Assessment Facilitator                  |
|      |                | Review re-assigned time worksheet                                                                                                                                                                                   | Business Office                                                   |
|      | May 14th       | Review tentative budget                                                                                                                                                                                             | College President, President's Cabinet                            |
|      | June 25th      | Divisions and President Office Departments (Communication Services/ <b>Office of Institutional Effectiveness</b> /LEAD/Development and Entrepreneurship) to provide status updates on current years accomplishments | VPA, VPI, VPSS, PIO, <b>OIE</b> Dean, LEAD Dean, DE Director      |

(Draft) Approved by College Council xx/xx/2026

Cycle begins  
at start of  
academic year

