

San Diego Miramar College

Annual Planning Calendar/Cycle– 2019-2020

	Target Dates	Action	Responsible Party
2019	August	Provide Program Review Data (when appropriate)	Research Office
	August 30th	Submit updated status report on College outcome assessment data to CEC	Outcomes & Assessment Facilitator
	August -September	Program Review reports generated by Administrative Services, Student Services, Communication Services, and PRIELT	Department Chairs/Supervisors
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	September 20th	Request allocation of new discretionary resources	BRDS Co-chairs (VPA & Faculty Co-Chair)
	October 4th	Input Program Review reports into Watermark by Administrative Services, Student Services, Communication Services, and PRIELT	Department Chairs/Supervisors
		Discuss Program Review reports with appropriate administrator	Department Chairs/Supervisors
		Submit RFFs to BRDS (All Divisions, Communication Services, PRIELT)	Deans/VPs/PIO
	October 11th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans/Supervisors
	November 1st	Annual update - Division/Communication Services/PRIELT goals and objectives	VPA, VPI, VPSS, PIO, PRIELT Dean
	November 15th	BRDS review/approve new discretionary request	BRDS Co-chairs (VPA & Faculty Co-Chair)
		Submit information copy of prioritized classified employee hiring list to Classified Senate President	VPA
	December 2nd	Submit summary of Program Review reports/Annual Division/Communication Services/PRIELT plan updates	VPA, VPI, VPSS, PIO, PRIELT Dean
		Submit prioritized classified employee 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	Submit updated status report on College outcome assessment data to CEC	Outcomes & Assessment Facilitator
		CEC approves BRDS RFF prioritized list/new discretionary allocation	CEC
		Submit prioritized classified employee and faculty hiring lists to CEC, as	College President
2020	February 3rd	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators
		Distribute discretionary budget re-allocation worksheets	Business Office
	February 11th	Submit updated status report on College outcome assessment data to CEC for annual ACCJC report	Outcomes & Assessment Facilitator
	February 21st	Start to review annual planning calendar	PIEC
	February 28th	Discretionary budget re-allocation worksheet due to Business Office	VPA, VPI, VPSS, PIO, PRIELT Dean
	March 13th	Annual College-wide Planning Summit	PIEC
	March 20th	Finalize annual planning calendar to CEC	PIEC
	April 17th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 17th	Program Review reports generated by Instructional Division (for subsequent year)	Department Chairs/Supervisors
		Input Program Review reports into Watermark by Instructional Division	Department Chairs/Supervisors

	Discuss Instructional Program Review reports with appropriate administrator	Department Chairs/Supervisors
April 30th	Submit updated status report on College outcome assessment data to CEC	Outcomes & Assessment Facilitator
	Department Chair worksheets due to District	Business Services
May 1st	Review tentative budget	College President/ President's Cabinet
May 24th	Review re-assigned time worksheet	College President/ President's Cabinet
May 29th	Divisions/Communication Services/PRIELT to provide status updates on current years accomplishments	VPA, VPI, VPSS, PIO, PRIELT Dean

Approved by CEC 05/14/19

Cycle begins at start of academic year

