

**2012-2013 Calendar of Activities  
San Luis Obispo County Community College District 2012-2013 Integrated Planning Manual**

Month	Board of Trustees	President/Superintendent	Vice-President and Directors of Administrative Services (included Planning and Budget Committee)	Vice-President and Deans of Academic Affairs	Vice-President, Dean & Directors of Student Services	Other Individuals	College Council	Committees
July								
August			(T6c) VPAS reviews state budget changes and incorporates them into the budget assumptions / criteria for the final budget					
September			(T6d) Final budget presented to the BOT for approval			Units are given budgets for current year		
October		(T5a) VPAA, VPAS, VPSS distribute current comprehensive planning and annual planning document to DC/DM	(T5a) VPAA, VPAS, VPSS distribute current comprehensive planning and annual planning document to DC/DM	(T5a) VPAA, VPAS, VPSS distribute current comprehensive planning and annual planning document to DC/DM	(T5a) VPAA, VPAS, VPSS distribute current comprehensive planning and annual planning document to DC/DM	1. (T5a) Institutional Research Office distributes necessary program-level data to DC and DM  2. (T5b) Oct - Feb: DC/DM collaborate with units to draft the IPPR templates (the Annual PPR Worksheet or a CPPR document), incorporate further review and feedback from unit, then complete templates.		
November			(T6e) Fall: P & B reviews actual and budgeted revenue and expenditures for prior 3 years. Unit supervisors asked to justify any overages. (T6e) Fall: VPAS drafts budget assumptions and forwards these to P&B					
December								
January		(T1a) S/P requests that CC initiate district mission review.	(T9a) VPAS, P&B co-chair and IEC co-chair arrange P&B / IEC joint meeting to develop a taskforce to get district-wide feedback on planning processes.	(T1a) VPAA chairs ad hoc group to get district feedback and make suggestions about the college mission				

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February	VPAS Budget Workshop	1. (T8b) S/P facilitates SPC review of Strategic Plan template .	(T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information.	(T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	1. (T6a) Based on variance analysis of prior year units receive tentative allocations for coming fiscal year and build a site-specific tentative budget.	(T1b) CC reviews process for soliciting feedback on current mission. Ad hoc group chair implements feedback-gathering process	1. (T8b) SPC requests submission of progress updates from parties responsible for Action Steps and Operational Plan actions.
		2. (T7a) Divisions prioritize needs through the APPW/IPPR.	2. (T7a) Divisions prioritize needs through the APPW/IPPR.			2. (T7a) Divisions prioritize needs through the APPW/IPPR.		2. (T9b) Taskforce develops procedure for gathering district-wide feedback on the planning processes and implements the procedure.
March		(T5c), (T7b) Cluster Mgrs lead discussions to prioritize unit-level funding requests. Cluster Mgrs submit top ten priorities within the Annual Cluster Manager Worksheet.	(T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information. 3. (T5c), (T7b) Cluster Mgrs lead discussions to prioritize unit-level funding requests. Cluster Mgrs submit top ten priorities within the Annual Cluster Manager Worksheet.	(T5c), (T7b) Cluster Mgrs lead discussions to prioritize unit-level funding requests. Cluster Mgrs submit top ten priorities within the Annual Cluster Manager Worksheet.	(T5c), (T7b) Cluster Mgrs lead discussions to prioritize unit-level funding requests. Cluster Mgrs submit top ten priorities within the Annual Cluster Manager Worksheet.	1. (T5c) DC/DM forward IPPR Worksheet or a CPPR document to the Dean or Cluster Manager.	(T1c) Ad hoc group reviews feedback and recommends re-affirming mission or revises mission. Group sends mission to ASC.	1. (T8c) SPC and IEC (a) analyze how the PRSP moves the district toward achieving Institutional Goals and (b) edit or augment Action Steps for next year based on assessment of outcomes of this year's work.

						2. (T8c) Responsible parties submit progress updates to SPC, which consolidates them.		2. (T9c) Taskforce uses feedback to write a Planning Process Assessment Report (PPAR). Taskforce meets with P & B and IEC to review/revise the PPAR and then sends it to the ASC and CC.
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April		(T5d), (T7c) Deans and Cluster Managers present cluster priorities to P&B for consideration during resource allocation process.	1. (T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information.	1. (T4a) Administrative co-chair of IPPRC asks feedback on IPPR templates. Feedback integrated into next academic year's templates.	(T5d), (T7c) Deans and Cluster Managers present cluster priorities to P&B for consideration during resource allocation process.		(T9d) ASC and CC (a) review the PPAR and act on the recommended revisions to the planning process and (b) submit approved recommendations to the S/P.	1. (T1d) ASC sends mission to the CC or works with ad hoc group to revise the mission before sending it to the CC.
			2. (T7c) P&B receive top priorities from Cluster Mgrs and prioritizes institutional needs using the Resource Allocation Rubric.	2. (T5d), (T7c) Deans and Cluster Managers present cluster priorities to P&B for consideration during resource allocation process.				2. (T8d) SPC consolidates results to create a PRSP.
			3. (T5d), (T7c) Deans and Cluster Managers present cluster priorities to P&B for consideration during resource allocation process.	3. PRSP draft distributed district-wide for feedback which the SPC and EIC incorporate into a final draft				3. (T8d) IEC reviews the PRSP and suggests changes if warranted.
								4. (T9d) ASC and CC (a) review the PPAR and act on the recommended revisions to the planning process and (b) submit approved recommendations to the S/P.

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May	(T1e) BOT does/doesn't approve mission.	1. (T1e) S/P considers CC's recommendation for mission, if approves sends mission to the BOT.	1. (T6a) VPAS sets agenda for: (a) using new info to review budget assumptions/criteria & (b) updating CC on budget information.				(T1e) CC recommends current or revised mission to the S/P.	1. (T4b) IPPRC submits IPPR template changes for next academic year to AS for approval. AS approves changes to templates, collaborating if necessary.
		2. (T9e) S/P reviews the PPAR and determines which planning process changes will be made, if any.						2. IEC reviews SLO sections of each CPPR doc to find institutional effectiveness and learning outcome themes to be addressed (this action continues from May-December).
		3. (T9e) S/P prepares an informational report on the PPAR and any planning process changes for the BOT and the entire district.	2. (T9e) Administrative co-chairs of the PBC and IEC revise the Integrated Planning Manual to reflect all approved changes.					3. (T8e) SPC forwards PRSP final draft to the S/P.
		4. (T8e) S/P reviews final draft of PRSP and, after approval, sends it to the BOT for information.						
June		(T8f) PRSP distributed to both internal and external constituencies online and/or in print	(T6b) Tentative budget presented to the BOT for approval					