

**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	Review the Progress Report on the SLOCCD Strategic Plan							
August	Review Planning Processes Assessment Report 2013		(T6c) VPAS reviews state budget changes and incorporates them into the budget assumptions / criteria for the final budget					
September	Consider the final budget for 2012-2013		(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	CC initiates a review of the district mission				
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	(T1a) VPAA chairs ad hoc group to get district feedback and make suggestions about the college mission. Make			Initiate Review of district mission	

			processes.	recommendations based on feedback.				
--	--	--	------------	------------------------------------	--	--	--	--

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
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.
--	--	--	--	--	--	---	--	--

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
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.

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	
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. P&B forward prioritized funding list to S/P.				(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 2013 PRSP and, after approval, sends it to the BOT for information. 5. Review prioritized list of funding requests from P&B Committee; determine final funding priorities.							
June	Review 2013-2014 tentative budget	(T8f) Final Spring 2013 PRSP distributed to both internal and external constituencies online and/or in print	(T6b) Tentative budget presented to the BOT for approval						

July	Review Progress Report on the SLOCCCD Strategic Plan							
August	Consider the final budget for 2013-2014 Review Planning Processes Assessment Report 2013	1. Agendize development of the 2014-2017 Strategic Plan 2. Informational report on Planning Process Assessment. Recommendations for district-wide distribution including BOT	VPAA reviews State budget changes and incorporates them into the budget assumptions/criteria for the final budget.					

**2013-2014 Calendar of Activities
San Luis Obispo County Community College District 2013-2014 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	Progress Report for PPAR							
August	Review Planning Processes Assessment Report		(T6c) VPAS reviews state budget changes and incorporates them into the budget assumptions / criteria for the final budget					
September	Consider Final Budget for 2013-14	(T3a) S/P creates an agenda for the Strategic Plan's development	(T6d) Final budget presented to the BOT for approval					(T3a) SPC drafts Strategic Plan by developing Institutional Objectives, assessment of these Objectives, and Action Steps based on review of Institutional Goals and progress reports.
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.		(T3b) SPC distributes draft of the Plan to the district for feedback. SPC puts feedback into a final draft and sends it to CC and P&B.

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
November			<p>1. (T6e) Fall: P & B reviews actual and budgeted revenue and expenditures for prior 3 years. Unit supervisors asked to justify any overages.</p> <p>2. (T6e) Fall: VPAS drafts budget assumptions and forwards these to P&B</p>				(T3c) CC distributes final draft of the Plan to constituents for feedback, which it considers before sending the Plan to the S/P.	
December		(T3d) S/P collaborates with CC until S/P approves of Plan. S/P then sends Plan to BOT for information.					(T3d) S/P collaborates with CC until S/P approves of Plan. S/P then sends Plan to BOT for information.	
January								
February		<p>1. (T8b) S/P facilitates SPC review of Strategic Plan template.</p> <p>2. (T7a) Divisions prioritize needs through the APPW/IPPR.</p>	<p>(T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information.3. (T7a) Divisions prioritize needs through the APPW/IPPR.</p>	(T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	<p>1. (T6a) Units receive tentative allocations for coming fiscal year and build a site-specific tentative budget.</p> <p>2. (T7a) Divisions prioritize needs through the APPW/IPPR.</p>		(T8b) SPC requests submission of progress updates from parties responsible for Action Steps and Operational Plan actions.
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.	<p>T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information</p> <p>(T5c), (T7b) Cluster Mgrs lead discussions to prioritize unit-level funding requests. Cluster Mgrs submit top ten priorities within the Annual Cluster Manager Wrksht</p>	(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.	<p>1. (T5c) DC/DM forward IPPR Worksheet or a CPPR document to the Dean or Cluster Manager.</p> <p>2. (T8c) Responsible parties submit progress updates to SPC, which consolidates them.</p>		(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.

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
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.			1. (T8d) SPC consolidates results to create a PRSP.
			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) IEC reviews the PRSP and suggests changes if warranted.
			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				
May	Consider Recommendation regarding the mission statement	(T8e) S/P reviews final draft of PRSP and, after approval, sends it to the BOT for information.	(T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information. P&B forwards prioritized funding list to 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. 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. (T8e) SPC forwards PRSP final draft to the S/P.
June	Review Final Budget for 2014-2015	(T8f) PRSP distributed to both internal and external constituencies online and/or in print	(T6b) Tentative budget presented to the BOT for approval					

**2014-2015 Calendar of Activities
San Luis Obispo County Community College District 2014-2015 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	Review the Progress Report on the SLOCCCD Strategic Plan							
August	Review Planning Processes Assessment Report		(T6c) VPAS reviews state budget changes and incorporates them into the budget assumptions / criteria for the final budget					
September	Consider Final Budget 2014-2015		(T6d) Final budget presented to the BOT for approval					
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			1. (T6e) Fall: P & B reviews actual and budgeted revenue and expenditures for prior 3 years. Unit supervisors asked to justify any overages. 2. (T6e) Fall: VPAS drafts budget assumptions and forwards these to P&B					
December								
January			(T10a) 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 and decision-making processes.					

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
February		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. 3. (T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	1. (T6a) Units receive tentative allocations for coming fiscal year and build a site-specific tentative budget.		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. (T10b) Taskforce develops procedure for gathering district-wide feedback on the planning and decision-making 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.		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. (T10c) Taskforce uses feedback to write a Planning and Decision-Making 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.

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	
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.		(T10d) ASC and CC (a) review the PPAR* (includes decision-making) and act on the recommended revisions to the planning process and (b) submit approved recommendations to the S/P.	1. (T8d) SPC consolidates results to create a PRSP.	
			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) IEC reviews the PRSP and suggests changes if warranted.	
			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. (T10d) ASC and CC (a) review the PPAR* (includes decision-making) and act on the recommended revisions to the planning process and (b) submit approved recommendations to the S/P.	
May	Consider Recommendation regarding the mission statement	1. (T10e) S/P reviews the PPAR* (includes decision-making) and determines, in agreement with ASC, which planning and/or decision-making process changes will be made, if any.	1. (T6a) VPAS sets agenda for: (a) using new info to review budget assumptions/criteria & (b) updating CC on budget information.					1. (T4b) IPPRC submits IPPR template changes for next academic year to AS for approval. AS approves changes to templates, collaborating if necessary.	
			2. (T10e) S/P prepares an informational report on the PPAR* and any planning and/or decision-making process changes for the BOT and the entire district	2. (T10e) Administrative co-chairs of the PBC and IEC revise the Integrated Planning Manual and the Decision-Making and Participatory Governance Handbook to reflect all approved changes.					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. (T8e) S/P reviews final draft of PRSP and, after approval, sends it to the BOT for information.	P&B forwards prioritization funding list to S/P.					3. (T8e) SPC forwards PRSP final draft to the S/P.
June	Review Tentative Budget for 2015-2016	(T8f) PRSP distributed to both internal and external constituencies online and/or in print	(T6b) Tentative budget presented to the BOT for approval						

**2015-2016 Calendar of Activities
San Luis Obispo County Community College District 2015-2016 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	Review the Progress Report on the SLOCCCD Strategic Plan							
August	Review Planning Processes Assessment Report		(T6c) VPAS reviews state budget changes and incorporates them into the budget assumptions / criteria for the final budget					
September	Consider Final Budget		1. (T6d) Final budget presented to the BOT for approval.					
			2. (T2a) VPAS sets agenda for developing the Educational and Facilities Master Plan (EFMP).					
			3. (T2a) P&B proposes process for preparing the EFMP that includes the 5 items described in the timeline.					
October		(T5a) VPAA, VPAS, VPSS distribute current comprehensive planning and annual planning document to DC/DM.	1. (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		

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
October Cont.			2. (T2b) Oct - March: (a) Educational plan section drafted and work begins on facilities master plan section. (b) Educational plan section drafts and facilities plan updates distributed district-wide for review and feedback (this action is executed at least four times between October and the following March). (c) District feedback integrated to form final draft of educational plan section which is forward to P&B for conceptual approval. (d) Educational plan section is used to complete facilities plan section to add or re-model facilities needed to support changes in district's programs and services.			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			1. (T6e) Fall: P & B reviews actual and budgeted revenue and expenditures for prior 3 years. Unit supervisors asked to justify any overages. 2. (T6e) Fall: VPAS drafts budget assumptions and forwards these to P&B					
December								
January		(T1a) S/P requests that CC initiate district mission review.	(T10a) 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 and decision-making processes.	(T1a) VPAA chairs ad hoc group to get district feedback and make suggestions about the college mission				

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
February		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. 3. (T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	1. (T6a) 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. (T10b) Taskforce develops procedure for gathering district-wide feedback on the planning and decision-making 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.	1. (T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information.	(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.	(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. From Oct: Final draft of educational plan section has been completed, after integrating district feedback, and forwarded to P&B for approval.			2. (T8c) Responsible parties submit progress updates to SPC, which consolidates them.		
			3. From Oct: Facilitates plan section has been updated to reflect changes in facilities needs based on final draft of educational plan section					
			4. (T5c), (T7b) Cluster Mgrs lead discussions to prioritize unit-level funding requests. Cluster Mgrs submit top ten priorities within the Annual Cluster Manager Worksheet.					

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
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.	The facilities plan section is drafted and sent district-wide. Feedback is integrated into the final draft which is sent to P&B (above activity continues until November).		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. (T2c) April - November: Facilities plan section is drafted and distributed district-wide for review and feedback. Feedback integrated to create final draft of EFMP which is forwarded to P&B for approval.	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. (T7c) P&B receive top priorities from Cluster Mgrs and prioritizes institutional needs using the Resource Allocation Rubric.	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. (T5d), (T7c) Deans and Cluster Managers present cluster priorities to P&B for consideration during resource allocation process.					

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
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.	(T6a) VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information. P&B forwards funding prioritization list to S/P.				(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. (T8e) S/P reviews final draft of PRSP and, after approval, sends it to the BOT for information.		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).				
		Reviews Planning & Decision Making Process		3. (T8e) SPC forwards PRSP final draft to the S/P.				
June	Review Tentative Budget for 2016-2017	(T8f) PRSP distributed to both internal and external constituencies online and/or in print	(T6b) Tentative budget presented to the BOT for approval					

2016-2017 Calendar of Activities
San Luis Obispo County Community College District 2016-2017 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	Review the progress Report on the SLOCCCD Strategic Plan							
August	Review Planning Processes Assessment Report		VPAS reviews state budget changes and incorporates them into the budget assumptions / criteria for the final budget					
September	Consider Final Budget for 2016-2017	(T3a) S/P creates an agenda for the Strategic Plan's development	Final budget presented to the BOT for approval					(T3a) SPC drafts Strategic Plan by developing Institutional Objectives, assessment of these Objectives, and Action Steps based on review of Institutional Goals and progress reports.
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.		(T3b) SPC distributes draft of the Plan to the district for feedback. SPC puts feedback into a final draft and sends it to CC and P&B.
November			1. (T6e) Fall: P & B reviews actual and budgeted revenue and expenditures for prior 3 years. Unit supervisors asked to justify any overages.				(T3c) CC distributes final draft of the Plan to constituents for feedback, which it considers before sending the Plan to the S/P.	

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
November Cont.			<p>2. From April: Final draft of EFMP has been completed, after integrating district feedback, and forwarded to P&B for approval.</p> <p>3. (T6e) Fall: VPAS drafts budget assumptions and forwards these to P&B</p>					
December		<p>1. (T3d) S/P collaborates with CC until S/P approves of Plan. S/P then sends Plan to BOT for information.</p> <p>2. (T2d) S/P presents EFMP to BOT for approval.</p>					(T3d) S/P collaborates with CC until S/P approves of Plan. S/P then sends Plan to BOT for information.	
January			(T10a) 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 and decision-making processes.					
February		<p>1. (T8b) S/P facilitates SPC review of Strategic Plan template .</p> <p>2. (T7a) Divisions prioritize needs through the APPW/IPPR.</p>	VPAS sets agenda for: (1) using new info to review budget assumptions/criteria & (2) updating CC on budget information.3. (T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	(T7a) Divisions prioritize needs through the APPW/IPPR.	<p>1. (T6a) Units receive tentative allocations for coming fiscal year and build a site-specific tentative budget.</p> <p>2. (T7a) Divisions prioritize needs through the APPW/IPPR.</p>		<p>1. (T8b) SPC requests submission of progress updates from parties responsible for Action Steps and Operational Plan actions.</p> <p>2. (T10b) Taskforce develops procedure for gathering district-wide feedback on the planning and decision-making processes and implements the procedure.</p>

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
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.		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. (T10c) Taskforce uses feedback to write a Planning and Decision-Making 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.
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.		(T10d) ASC and CC (a) review the PPAR* (includes decision-making) and act on the recommended revisions to the planning process and (b) submit approved recommendations to the S/P.	1. (T8d) SPC consolidates results to create a PRSP.
			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) IEC reviews the PRSP and suggests changes if warranted.

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
April Cont.			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. (T10d) ASC and CC (a) review the PPAR* (includes decision-making) and act on the recommended revisions to the planning process and (b) submit approved recommendations to the S/P.
May	Consider recommendation regarding mission statement	1. (T10e) S/P reviews the PPAR* (includes decision-making) and determines, in agreement with ASC, which planning and/or decision-making process changes will be made, if any.	1. (T6a) VPAS sets agenda for: (a) using new info to review budget assumptions/criteria & (b) updating CC on budget information.					1. (T4b) IPPRC submits IPPR template changes for next academic year to AS for approval. AS approves changes to templates, collaborating if necessary.
		2. (T10e) S/P prepares an informational report on the PPAR* and any planning and/or decision-making process changes for the BOT and the entire district.	2. (T10e) Administrative co-chairs of the PBC and IEC revise the Integrated Planning Manual and the Decision-Making and Participatory Governance Handbook to reflect all approved changes.					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. (T8e) S/P reviews final draft of PRSP and, after approval, sends it to the BOT for information.						3. (T8e) SPC forwards PRSP final draft to the S/P.
June	Review Tentative Budget	(T8f) PRSP distributed to both internal and external constituencies online and/or in print	(T6b) Tentative budget presented to the BOT for approval					

Acronym	Name
ASC	Academic Senate Council
BOT	Board of Trustees
CC	College Council
CPAS	Course or Program Assessment Summary
CPPR	Comprehensive Program Planning and Review
DC	Division Chair
DM	Department / Unit Manager
EFMP	Educational and Facilities Master Plan
IEC	Institutional Effectiveness Committee
IPPR	Integrated Program Planning and Review
IPPRC	Integrated Program Planning and Review Committee
P & b	Planning and Budget Committee
PPAR	Planning Processes Assessment Report
PPAR*	Planning and Decision-Making Processes Assessment Report
PPR	Program Planning Report
PRSP	Progress Report on SLOCCCD Strategic Plan
S/P	Superintendent / President
SPC	Strategic Plan Committee
VPAA	Vice President of Academic Affairs
VPAS	Vice President of Administrative Services

Task Id's	Corresponding Timelines from Integrated Planning Manual with page numbers
T1a-e	Timeline and Process for Reviewing the SLOCCD Mission; p8,9 (table with 5 rows: a - e)
T2a-d	Timeline and Process for Developing the Educational and Facilities Master Plan; p10,11
T3a-d	Timeline and Process for Developing Strategic Plans; p14
T4a,b	Timeline and Process for Revising Institutional Program Planning and Review Templates; p19
T5a-d	Timeline and Process for Completing Institutional Program Planning and Reviews; p20
T6a-e	Timeline and Process for Budget Development; p27
T7a-c	Timeline and Process for IPPR Prioritization and Allocation; p28
T8a-f	Timeline and Process for Assessing Plan Effectiveness; p30
T9a-e	Timeline and Process for Assessing Planning Processes in January 2013; p33
T10a-e	Timeline and Process for Assessing Planning and Decision-Making/Participatory Governance Processes beginning in January 2015; p34