College of San Mateo Planning Calendars

Key College Decisions

Key decisions within the context of the College's planning cycle are outlined in the table below. The table summarizes the major decisions of the College, where they originate, where they are discussed, and who has the authority to make the final recommendation to the Board of Trustees through the chancellor.

Decision Type	Recommendation/ Decision/ Task	Origination	Review/ Discussion/ Coordination	Final Participatory Governance Body	Final Recommendation to College President, Chancellor or/and Board
Institutional Planning	**College Mission, Vision, Strategic Priorites**	IPC	IPC, Academic Senate, Classifed Senate, Associated Students, Management Council	IPC	IPC
	Educational Master Plan	IPC	IPC, Academic Senate, Classifed Senate, Associated Students, Management Council	IPC	IPC

Decision Type	Recommendation/ Decision/ Task	Origination	Review/ Discussion/ Coordination	Final Participatory Governance Body	Final Recommendation to College President, Chancellor or/and Board
	College Initiatives/Institutional Plans	Institutional Planning Committees (various), Academic Senate, Committees (various), Classifed Senate, Associated Students, Mandated Initiatives	IPC Academic Senate Classifed Senate Associated Students Management Council	IPC	College President and/or Academic Senate President
	Research Agenda and Priorities	Program Review and Assessment Requests, Faculty, Staff, and Administrators, District External Entities/ Compliance Requirements, Grant Support, IPC Requests, Cabinet Requests	IPC (information item)	N/A	N/A
	Budget and Long Term Financial Planning	Finance Committee	IPC	IPC	College President
Resource Allocation	**Hiring Decisions:**				
	Faculty Positions				

Decision Type	Recommendation/ Decision/ Task	Origination	Review/ Discussion/ Coordination	Final Participatory Governance Body	Final Recommendation to College President, Chancellor or/and Board
	Number of New Faculty Positions	Finance Committee	IPC	IPC	College President**
	Specific Faculty Positions	Program Review	Administrators' Council, Academic Senate President	IPC	College President
		Division-level Prioritization	Cabinet	(verifies the governance process)	
	Classified Staff Positions (Fund 1 Only)*				
	Classified Structure	Various	Cabinet	N/A	College President
	Replacement	Division/Unit	Cabinet	N/A	College President
	Increase in Allocation	Program Review, Division Request, or IPC Request	Finance Committee, Cabinet	N/A or IPC*	College President
	New Positions	Program Review, Division Request, or IPC Request	Finance Committee, Administrators' Council	IPC	College President
	note: Adminstration also consults with CSEA on classified staff positions per the CSEA Contract				

Decision Type	Recommendation/ Decision/ Task	Origination	Review/ Discussion/ Coordination	Final Participatory Governance Body	Final Recommendation to College President, Chancellor or/and Board
	Administrative Positions				
	Administrative Structure	Various	Cabinet, Management Council	IPC	College President
	Replacement	VPI, VPSS	Cabinet	IPC	College President
	New Position	Program Review, Innovation Initiatives, Grant Funds	Cabinet, Finance Committee	IPC	College President
	Equipment and Technology	Program Review	Administrators Council	IPC	College President
		Division-level Prioritization College Needs	Cabinet	(verifies the governance process)	
	Instructional Materials	Program Review	Adminstrators	IPC	College President
	Facilities Requests	Divison-level Prioritization Program Review Safety Committee College Needs	Cabinet, Finance Committee Administrators Cabinet Finance Committee	(verifies the governance process), N/A	College President
	Emergency Requests	Various	Cabinet, Finance Committee	N/A	College President

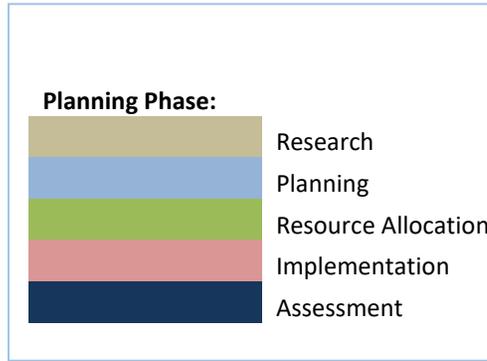| Decision Type	Recommendation/ Decision/ Task	Origination	Review/ Discussion/ Coordination	Final Participatory Governance Body	Final Recommendation to College President, Chancellor or/and Board
Curriculum and Academic	**Routine modifications to programs/ courses**	Faculty, Program Review	Curriculum Committee	Academic Senate (primacy)	Academic Senate President, Vice President, Instruction
	Regulatory Changes to Curriculum	Various	Curriculum Committee	Academic Senate (primacy)	Vice President, Instruction Academic Senate President
	Program Improvemant/ Viability (to be revisited)	See PIV process, PIV requests can be generated from variety of sources including Program Review, Academic Senate, Administration, and other sources, Faculty	PIV Committee, Curriculum Committee	Academic Senate (primacy)	Academic Senate President, College President, Vice President, Instruction
	New Academic Programs	Program Review, IPC Adminstrators Council, Various	Curriculum Committee Finance Committee, IPC, Academic Senate	Academic Senate (primacy)	Academic Senate President, College President, Vice President, Instruction
	Specific Scheduling Decisions	Dean consults with department faculty	Dean	N/A	Vice President, Instruction, Vice President, Student Services
	Academic Polices (CSM)	Academic Senate, Curriculum Committee	Academic Senate, IPC (for discussion only)	Academic Senate (primacy)	Academic Senate President

Decision Type	Recommendation/ Decision/ Task	Origination	Review/ Discussion/ Coordination	Final Participatory Governance Body	Final Recommendation to College President, Chancellor or/and Board
	Academic Policies (District)	District Academic Senate, District Curriculum Committee	District Academic Senate, District Joint VP Council	District Academic Senate	District Academic Senate President
Other	General Policies and Procedures	Various	Various, District Participatory Governance Council	Various, District Participatory Governance Council	District Chancellor
	Special Circumstances/Expedited Decisions	Cabinet	IPC Academic Senate CSEA (if there is an impact on classified staff)	Various	College President

*Applies to normal FUND 1 positions only. Restricted Fund positions (FUND 3) are determined in collaboration with program administrators, faculty, and staff in accordance with the provisions of the restricted fund. This also includes grant-funded positions. The process does not apply to positions funded with District Innovation funds. These positions are identified through the college institutional planning process. Finally, the process does not apply to temporary positions or district positions that are assigned to the College campus.

** Although the college president has the final recommendation for all resource allocation decisions including faculty, classified staff, and administrative positions, it is expected that the college president will accept the recommendations from the participatory governance processes except under extraordinary circumstances. In the event that the college president does not accept a specific recommendation, the president shall provide a written justification and confer with IPC.

Legend:

Planning Phase:

� research	Research
	Planning
	Resource Allocation
	Implementation
	Assessment

Planning Phase	Primary Responsibility	Academic Year											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Research													
Update Institutional Data, EMP, and College Index	PRIE	■											
Prepare and Distribute Program Review Data	PRIE		■										
Identify Program Review and SLO Trends and Themes	IPC, Academic Senate					■	■	■	■	■			
Planning													
Program Level Planning:			■	■	■								
Analyze Program Review Data	Department Faculty				■								
SLO Assessment Plan	Department Faculty				■								
Complete Program Review	Department Faculty		■	■	■								

Planning Phase	Primary Responsibility	Academic Year											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Identify Program-Level Resource Needs (Program Review)	Department Faculty												
Prioritize Program Level Needs at Division Level	Divisions												
Prioritize Program-Level Resource Needs at the Institution Level	Admin Council*												
Institutional Plans													
Analyze Institutional Data	Institutional Committees	On-going											
Assess Progress on Institutional Plans	IPC												
Use Assessment Results to Update Institutional Plans and Prioritize	Institutional Committees												
College Initiatives													
Assess Progress on existing College Initiatives	IPC	On-going											
Use Assessment Results to Update Existing College Initiatives	IPC												
Use Assessment Results to Identify New College Initiatives	IPC												
Educational Master Plan(EMP)													
Assess Progress on EMP	IPC			▓	▓	▓	▓	▓	▓	▓			

Planning Phase	Primary Responsibility	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Use Assessment Results to Update EMP annual plan	IPC										▓	▓	
Align the efforts of the institutional plans and IPC initiatives with the EMP Strategic Priorities			▓	▓							▓	▓	
Budgeting and Resource Allocation													
Final Budget Adjustments	CSM Business Office; District Accounting	▓	▓										▓
Close previous fiscal year	CSM Business Office; District Accounting	▓	▓										
Review budget goals and priorities for current year	Finance Committee			▓									
Develop program plans and discuss college strategies	Administrative Council; Finance Committee; IPC reviews			▓	▓								
Submit hiring priorities and number of positions to be funded to President for recommendations	Administrative Council; Finance Committee; IPC reviews				▓	▓	▓						
Review Program Level Resource Needs; determine funding of resource needs	Administrative Council; Finance Committee; IPC reviews				▓	▓	▓						
Review Expenditures; YTD budget vs. actual	VPA and CBO/Finance Committee							▓					

Planning Phase	Primary Responsibility	Academic Year											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Plan departmental budgets, goals and priorities for next fiscal year	CSM Business Office; College Departments									■	■	■	
Complete budget review and begin development of final budget for next fiscal year	VPA and Business Office											■	
Implementation and Monitoring													
Implement Program-Level Plans (Program Review)	Division Faculty	**On-going**											
Implement Institutional Plans (including prioritized action steps)	Institutional Planning Committees												
Implement College Initiatives	Various												
Implement EMP Annual Plan	Various												
Monitor Progress on all Plans	IPC												
Perform Mid-Year to Actual Budget Analysis	Finance Committee												
Prepare Ending Balance Forecast	Finance Committee												
Assessment													
Assess Progress on District Strategic Metrics	IPC	**On-going**											
Assess Institutional SLOs/SAOs	Faculty, CAC												
Review SLO Trends and Themes Plan Scorecard	ASGC												

CSM Full-Time Faculty Hires *
Planning Calendar

Step	Action	Responsibility	Current Academic Year									Next Academic Year	
			Fall Semester				Spring Semester					Fall	Spring
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
1	Finance Committee recommends the total number of FT hires for the 2019/20 academic year	Finance Committee	■										
2	Cabinet approves total number of FT faculty hires for the academic year.	Cabinet	■										
3	Departments analyze program review data.	Dept Faculty		■									
4	Departments complete Program Review (Resource Request in a non-Program Review year).	Dept Faculty		■									
5	Divisions meet to prioritize full-time faculty requests at the division level.	Division		■									
6	Administrators Council prioritizes requests on a college-wide basis.	Admin Council			■								
7	Administrators Council forwards college-wide prioritized requests to President's Cabinet.	Admin Council			■								
8	President's Cabinet reviews and approves prioritized requests.	Cabinet			■								
9	VPI forwards request to IPC to verify that Participatory Governance process was followed.	VPI				■							

Step	Action	Responsibility	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Fall Semester	Spring Semester
			Fall Semester				Spring Semester					Current Academic Year → Next Academic Year	
10	College President makes final determination to recommend positions to Chancellor for approval by the Board of Trustees.	College President					▓						
11	Screening committees formed for approved faculty positions in accordance with established hiring procedures for full-time faculty.	Various					▓	▓					
12	Approved positions are funded in Position Control and incorporated into budget for the 2019/20 academic year.	VPA									▓		
13	Positions are advertised, screening committee interviews applicants.	Screening Committee						▓	▓	▓			
14	Finalists are forwarded to Cabinet; successful finalists are offered position.	Cabinet								▓			
15	New full-time faculty member begins assignment.	Various										▓	
16	2019/20 Budget updated to reflect actual salary and benefit costs.	VPA										▓	
17	Departments assess prior year program planning results including resource requests.	Dept Faculty										▓	

* Applies to FUND 1 full-time faculty positions only.

CSM New Permanent Classified Staff Positions*
Planning Calendar

Step	Action	Responsibility	Current Academic Year									Next Academic Year	
			Fall Semester				Spring Semester					Fall	Spring
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
1	The Finance Committee analyzes short-term and long-term financial forecasts and makes recommendations regarding the total FTE available for new classified staff positions	Finance Committee	▓										
2	Finance Committee forwards recommendation to Cabinet for review and approval	Cabinet	▓										
3	Departments analyze program review data.	Dept Faculty		▓									
4	Departments complete Program Review (Resource Request in a non-Program Review year).	Dept Faculty		▓									
5	Divisions meet to prioritize permanent classified staff requests at the division level.	Division		▓									
6	Administrators Council prioritizes requests on a college-wide basis.	Admin Council			▓								
7	VPI and VPSS forward college-wide prioritized requests to President's Cabinet.	Admin Council			▓								

| Step | Action | Responsibility | Current Academic Year | | | | | | | | | Next Academic Year | |
| | | | Fall Semester | | | | Spring Semester | | | | | Fall | Spring |
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
8	President's Cabinet reviews and approves prioritized requests.	Cabinet			■								
9	VPI forwards request to IPC to verify that Participatory Governance process was followed.	VPI				■							
10	College President makes final determination to recommend positions to Chancellor for approval by the Board of Trustees.	College President					■						
11	Screening committees formed for approved classified staff positions in accordance with established hiring procedures for classified staff.	Various					■	■					
12	Approved positions are funded in Position Control and incorporated into budget for the 2019/20 academic year.	VPA									■		
13	Positions are advertised, screening committee interviews applicants.	Screening Committee						■	■	■	■		
14	Finalists are forwarded to appropriate hiring manager; hiring manager makes final decision	Hiring Manager									■		
15	New classified staff member begins assignment.	Various										■	
16	2019/20 Budget updated to reflect actual salary and benefit costs.	VPA										■	

			Current Academic Year									Next Academic Year	
			Fall Semester				Spring Semester					Fall	Spring
Step	Action	Responsibility	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
17	Departments assess prior year program planning results including resource requests.	Dept Faculty										██	

* Applies to FUND 1 positions only.

CSM Administrative Positions*
Planning Calendar

Step	Action	Responsibility	Current Academic Year									Next Academic Year	
			Fall Semester				Spring Semester					Fall	Spring
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
1	College President reviews administrative structure with Cabinet and Cabinet+ on a periodic basis and makes recommendations as needed on the administrative structure of the College.	College President	On-going				On-going						
2	College President consults with IPC regarding proposed changes** to the administrative structure of the College.	College President	As Needed				As Needed						
3	The College President makes the final determination on administrative structure after consulting with IPC		As Needed				As Needed						
4	A screening committee is formed for new administrative positions in accordance with the established hiring procedure for managers.	Various	As Needed				As Needed						
5	Approved positions are funded in Position Control and incorporated into budget for the 2019/20 academic year.	VPA								▓	▓		
6	Positions are advertised, screening committee interviews applicants.	Screening Committee	Varies				Varies						
7	Finalists are forwarded to appropriate hiring manager; hiring manager makes final decision	Hiring Manager	Varies				Varies						
8	2019/20 Budget updated to reflect actual salary and benefit costs.	VPA										▓	

			Current Academic Year									Next Academic Year	
			Fall Semester				Spring Semester					Fall	Spring
Step	Action	Responsibility	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
9	College President assesses administrative structure with Cabinet and Cabinet+	College President										■	

* Administrative positions include: vice presidents, deans, and directors. Does not include FUND 3 Director Positions.

** Proposed changes include: re-assignment of programs from one division to another, reduction of administrative positions, and increases in administrative positions; College President also consults with division faculty and staff affected by proposed change with Academic Senate President and Classified Senate President.

CSM Instructional Equipment
Planning Calendar

| | | | Current Academic Year | | | | | | | | | Next Academic Year | |
| | | | Fall Semester | | | | Spring Semester | | | | | Fall | Spring |
Step	Action	Responsibility	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
1	Total funds available for equipment allocation identified for the academic year	VPI, Finance Committee	■										
2	Departments analyze program review data.	Dept Faculty		■									
3	Departments complete Program Review (Resource Request in a non-Program Review year).	Dept Faculty		■									
4	Divisions meet to prioritize equipment requests at the division level.	Division		■									
5	Administrators Council prioritizes requests on a college-wide basis.	Admin Council			■								
6	VPI forwards college-wide prioritized requests to President's Cabinet.	VPI			■								
7	President's Cabinet reviews and approves prioritized requests.	Cabinet			■								
8	VPI forwards request to IPC to verify that Participatory Governance process was followed.	VPI				■							
9	College President makes final determination regarding the allocation of instructional equipment funds *	College President				■							

Step	Action	Responsibility	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Fall Semester	Spring Semester
			Current Academic Year / Next Academic Year										
10	Approved equipment and technology expenditures are funded in the college budget at the program level.	VPI Office				▓	▓	▓	▓				
11	Approved equipment and technology items are purchased.	Various				▓	▓	▓	▓	▓			
12	Departments assess prior year program planning results including resource requests as part of program review.	Dept Faculty										▓	

- Row 10: Dec (blue), Jan–Mar (green)
- Row 11: Dec (blue), Jan (green), Feb–Apr (pink)
- Row 12: Next Academic Year Fall Semester (dark navy)

* It is expected that the College President will accept the recommendations from the participatory governance process for instructional equipment except under extraordinary circumstances.

CSM Instructional Materials
Planning Calendar

Step	Action	Responsibility	Current Academic Year									Next Academic Year	
			Fall Semester				Spring Semester					Fall	Spring
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
1	The total funds for instructional materials are identified for the academic year.	VPI, Finance Committee	■ (green)										
2	Departments analyze program review data.	Dept Faculty		■ (tan)									
3	Departments complete Program Review (Resource Request in a non-Program Review year).	Dept Faculty		■ (blue)									
4	Divisions meet to prioritize instructional materials requests at the division level.	Division		■ (blue)									
5	Administrators Council prioritizes requests on a college-wide basis.	Admin Council			■ (blue)								
6	VPI forwards college-wide prioritized requests to President's Cabinet.	VPI			■ (blue)								
7	President's Cabinet reviews and approves prioritized requests.	Cabinet			■ (blue)								
8	VPI forwards request to IPC to verify that Participatory Governance process was followed.	VPI				■ (blue)							
9	College President makes final determination regarding the allocation of instructional materials.*	College President				■ (blue)							
10	Approved instructional material allocations are funded in the college budget at the program level.	VPI Office				■ (blue)	■ (green)	■ (green)	■ (green)				
11	Approved instructional material items are purchased.	Various				■ (blue)	■ (green)	■ (pink)	■ (pink)	■ (pink)			

| | | | Current Academic Year | | | | | | | | | Next Academic Year | |
| | | | Fall Semester | | | | Spring Semester | | | | | Fall | Spring |
Step	Action	Responsibility	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
12	Departments assess prior year program planning results including resource requests as part of program review.	Dept Faculty										███	

* It is expected that the College President will accept the recommendations from the participatory governance process for instructional materials except under extraordinary circumstances.

CSM Facilities Requests
Planning Calendar

| Step | Action | Responsibility | Current Academic Year | | | | | | | | | Next Academic Year | |
| | | | Fall Semester | | | | Spring Semester | | | | | Fall | Spring |
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
1	Total budget amount for small dollar facilities projects is established and/or funds are reallocated in division budgets.	Finance Committee	■										
2	Departments analyze program review data.	Dept Faculty		■									
3	Departments complete Program Review (Resource Requests in a non-Program Review year).	Dept Faculty		■									
4	Departments Identify program needs including facilities needs	Dept Faculty		■									
5	Deans prioritize facility requests in consultation with faculty	Deans		■									
6	Deans meet with VPI to discuss facility requests from program review	Deans/VPI		■									
7	VPI forwards facilities requests to president's cabinet	VPI						■					
8	Facilities provides cost estimates for cabinet prioritized requests	Cabinet						■	■				
9	Cabinet reviews and approves facilities requests	Cabinet								■			

Step	Action	Responsibility	Current Academic Year									Next Academic Year	
			Fall Semester				Spring Semester					Fall	Spring
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Semester	Semester
10	The College Safety committee identifies possible small dollar facilities projects (on-going)	Safety Committee	On-Going				On-Going						
11	President's Cabinet reviews small dollar facilities request with CSM Facilities Manager (as needed).	Cabinet	On-Going				On-Going						
12	College President makes final recommendation regarding small dollar facility projects.	College President	On-Going				On-Going						
13	Approved facilities project expenditures are funded in the college budget.	BPC, VPI	On-Going				On-Going						
14	Approved facility requests are executed.	Various	On-Going				On-Going						
15	Departments assess prior year program planning results including resource requests. If the Safety Committee initiated the request then the Safety Committee provides an assessment as part of the committee's annual assessment process.	Dept Faculty/Safety Committee												

* The above process applies to routine, small dollar facilities projects(less than $50,000). Examples include adding an electrical circuit, replacing window treatments, replacing or upgrading lighting, painting, etc. Major renovations and related projects are identified in the college's Facilities Master Plan; the District funds large dollar projects. Routine maintenance and items that are required to maintain safety are also funded by the District.

CSM Routine Modifications to Programs/Courses
Planning Calendar

| Step | Action | Responsibility | Current Academic year | | | | | | | | | | | Next |
| | | | Fall Semester | | | | | Spring Semester | | | | | | Academic |
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year
1	Departments analyze Program Review data including Student Learning Outcomes.	Dept Faculty			�									
2	Departments complete Program Review.	Dept Faculty			▪									
3	Departments identify recommended changes to the program and/or curriculum.	Dept Faculty			▪	▪								
4	Department faculty prepare necessary Curriculum Committee (CC) submission.	Dept Faculty			▪	▪	▪							
5	Division representative to CC and division dean review and approve CC submission.	Div Rep			▪	▪	▪							
6	Recommended curricular changes are submitted as an action item on the CC agenda.*	Dept Faculty			▪	▪	▪							
7	The CC meets on a bi-weekly basis and reviews and approves program changes and/or curriculum. **	CC			▪	▪	▪							
8	The Academic Senate President and VPI submit the Summary of Curricular Additions, Deletions and Modifications to the Board of Trustees for final approval.	Academic Senate President; VPI	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪		

			Current Academic year											Next
			Fall Semester					Spring Semester						Academic
Step	Action	Responsibility	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year
9	The Board of Trustees approve the summary of Curricular Additions, Deletions and Modifications.	Board												
10	Once approved by the State Chancellor's Office, the College catalog is updated to reflect all approved changes. Approved changes to the curriculum take effect in the next academic year.	VPI												
11	Department faculty assess the program/curriculum on an ongoing basis.	Dept Faculty												

* See curriculum Committee calendar for specific dates.

** Curriculum can be submitted on an ongoing basis per committee meetings.

Step	Action	Responsibility	Prior Year Spring Semester	Fall Semester Sep	Oct	Nov	Dec	Spring Semester Jan	Feb	Mar	Apr	May	Next Academic Year Fall Semester	Spring Semester
1	Analyze Program Review Data and other data provided by PRIE	Various	░											
2	Appoint PIV committee members	Academic Senate, VPI	░											
3	Review recent Program Reviews	PIV Committee	░											
4	Develop findings from the data including program demand, employment and/or transfer opportunities, and possible alternatives.	PIV Committee	░	░										
5	Hold open forums to solicit feedback from the campus community.	PIV Committee			░	░								
6	Describe and analyze quantities and qualitative program data and complete the PIV report including recommendations.	PIV Committee				▓	▓	▓	▓	▓				
7	Submit the report to the Curriculum Curriculum Committee (CC), Academic Senate Governing Council, and VPI.	PIV Committee								▓				

Step	Action	Responsibility	Prior Year Spring Semester	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Next Academic Year Fall Semester	Next Academic Year Spring Semester
8	CC reviews PIV report, affirms or modifies the recommendations of the PIV Report, and forwards the final recommendation to the Governing Council of the Academic Senate.	CC								▓	▓			
9	The Governing Council of the Academic Senate reviews the recommendations of the CC, votes on the recommendations, forwards the results to the VPI, and informs the department faculty of the final recommendations.	VPI										▓		
10	The VPI informs President's Cabinet, where the college president makes the final decision.	VPI										▓		
11	The college president notifies the academic senate president of the final decision. If the college president disagrees with all or part of the recommendations of the Academic Senate, then the president provides a detailed rationale regarding the final decision.	President										▓		
12	The final recommendation is submitted to the Board of Trustees for a final decision. If the Academic Senate disagrees with the college president's recommendation the Academic Senate may submit their own recommendation to the Board Trustees for consideration.	Board										▓		

Step	Action	Responsibility	Spring Semester	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Fall Semester	Spring Semester
			Prior Year	Current Academic Year									Next Academic Year	
			Spring	Fall Semester				Spring Semester					Fall	Spring
	The Phase III budget is updated to reflect the results of the final decision.											▇ (green)		
13	If a decision is made to discontinue a program, then the college develops a plan for current students in the program so that they can complete the program within a reasonable time.	VPI, Deans & Faculty											▇ (pink)	▇ (pink)
14	If the program continues then the formal recommendations are implemented.	Dept Faculty											▇ (pink)	▇ (pink)
15	If the program continues it is formally assessed one year after implementation of the recommendations.	PIV Committee, Dept Faculty, VPI												▇ (dark blue)

CSM Enrollment Management/Schedule Development
Planning Calendar

| | | | | | | Current Year | | | | | | | | | Next Year | |
| | | | | | Fall Semester | | | Spring Semester | | | | | Summer | Fall | Spring |
Step	Action	Responsibility	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Session	Fall Semester	Spring Semester
1	The college executes three schedule cycles: summer, fall, and spring. For each schedule cycle, the division dean works collaboratively with department faculty to develop recommended schedule offerings and staffing.*	VPI, Deans, Faculty		■	■	■	■	■	■	■	■						
2	Instructional costs for each schedule are estimated are developed at various points and used in the college Phase I-IV budget estimates (see budget narrative and FTES worksheet)**	BPC				■	■			■	■	■	■	■			
3	The Office of Instruction coordinates schedule production.	VPI, Marketing			■	■						■					
4	Schedules are produced finalized and posted online; physical schedules are distributed	VPI, Marketing					■						■				
5	Scheduled courses are offered. Enrollments are monitored	Various	■	■	■		■	■	■	■	■	■	■	■	■	■	■

Step	Action	Responsibility	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Summer Session	Fall Semester	Spring Semester
						Current Year										**Next Year**	
						Fall Semester				Spring Semester					Summer	Fall	Spring
6	Enrollments are monitored and adjustments are made to reflect student demand.	Various	▨					▨	▨				▨	▨	▨	▨	▨
7	The VPSS conducts a debrief of each semester with student services and enrollment services personnel. Among other things, the debrief includes an evaluation of the adequacy of course offerings.	VPSS													■	■	■

* The summer and fall semester schedules are developed in the fall semester of the current academic year and are finalized in the early spring of the preceding academic year. The spring semester schedule is developed beginning in the late spring semester of the preceding academic year and is finalized in the fall semester of the current academic year. Division deans are expected to consult with department faculty in the development of department-level schedules. However, final decisions regarding specific schedule offerings are made by the dean in consultation with the VPI.

CSM Budget and Resource Allocation
Planning Calendar

Step	Action	Responsibility	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
			Current Year (Budget Year)											
			Fall Semester							Spring Semester				
1	Final Budget Adjustments	CSM Business Office; District Accounting	▨	▨	▨									
2	Close previous fiscal year	CSM Business Office; District Accounting		▨	▨									

| | | | Current Year (Budget Year) | | | | | | | | | | | |
| | | | Fall Semester | | | | | | | Spring Semester | | | | |
Step	Action	Responsibility	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
3	Review budget goals and priorities for current year	Finance Committee				■								
4	Develop program plans and discuss college strategies	Administrative Council; Finance Committee, Cabinet				■	■							
5	Submit hiring priorities and number of positions to be funded to President for recommendation	Administrative Council; Finance Committee, IPC Reviews					■	■	■					
6	Review Program Level Resource Needs; determine funding of resource needs	Administrative Council; Finance Committee, IPC Reviews					■	■	■					
7	Review Expenditures; YTD budget vs. actual	VPA and CBO/Finance Committee								■				
8	Plan departmental budgets, goals and priorities for next fiscal year	CSM Business Office; College Departments										■	■	■
9	Complete budget review and begin development of final budget for next fiscal year	VPA and Business Office												■

CSM New Academic Programs*
Planning Calendar

Step	Action	Responsibility	Current Academic Year										Next Academic Year
			Fall Semester				Spring Semester						Fall
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Semester
1	IPC reviews institutional data including the Educational Master Plan (EMP), the Community Needs Assessment, and other research data as appropriate.	IPC	On-going				On-going						
2a.	Departmental faculty identify possible new programs through the program review process and/or advisory committee recommendations	Departmental Faculty	On-going				On-going						
2b.	In addition to departmental faculty, the College may identify potential new academic programs as part of the institutional planning process. All four constituencies participate in institutional planning processes that may lead to new programs.	IPC	On-going				On-going						
3	Division dean consults with faculty and Finance Committee to develop start-up and on-going cost estimates.	Division Dean, Finance Committee	On-going				On-going						
4	IPC makes recommendation for new program after considering costs and other factors including student demand and community need**	IPC	On-going				On-going						

Step	Action	Responsibility	Current Academic Year — Fall Semester				Spring Semester						Next Academic Year — Fall Semester
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
5	If recommended by IPC, new programs and their related curriculum are sent to Curriculum Committee for approval.	Dept Faculty	On-going				On-going						
6	The Curriculum Committee meets on a monthly bi-weekly basis**** and reviews and approves new programs and curriculum.*** The last meeting to submit changes for the next academic year catalog is December	CC	On-going				On-going						
7	The VPI Office initiates the new program approval process with the State Chancellor's Office	VPI Office	On-going				On-going						
8	The Academic Senate President and VPI submits, Additions, Deletions and Modifications to the Board of Trustees for final approval.	Academic Senate VPI	On-going				On-going						
9	The Board of Trustees approve the Curricular Additions, Deletions and Modifications	Board	On-going				On-going						
10	Once State Chancellor's Office approval is secured, the College catalog is updated to reflect all approved changes and the new program is offered	VPI											
11	Department faculty review the program/curriculum on an ongoing basis as part of the Program Review process.		On-going				On-going						

* Applies to new academic programs only; additional degree options and modifications to existing degrees are considered as routine curricular modifications.
**Faculty have primacy regarding to curriculum. However, new programs require IPC review and approval and final approval by the college president due to the impact on College short-term and long-term finances.

*** See CC Calendar for specific dates
**** Curriculum can be submitted on an ongoing basis per the committee meetings.