College of San Mateo - Institutional Planning
Annual Planning Calendar
2013-14 Academic Year

Planning Phase	Primary Resonsbility	2012-13 Academic Year: Research, Analysis, and Planning for 2013-14												2013-14 Academic Year: Implentation and Assessment											Final Assess
		Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	2014-15
Research																									
Conduct Climate Surveys	PRIE																								
Update Institutional Data and College Index (including EMP)	PRIE																								
Prepare and Distribute Program Review Data	PRIE																								
Assess General Education SLOs																									
Develop Program Review Trends and Themes	Divisions																								
Planning:																									
Program Planning																									
Analyze Program Review Data	Department Faculty																								
Assess Course and Program SLOs	Department Faculty																								
Analyze Results of Prior Program Reviews	Department Faculty																								
Complete Program Review	Department Faculty																								
Identify Program Resource Needs	Department Faculty																								
Prioritize Progam Resource Needs *	Divisions																								
	Instr and Stdt Services Admin Coun																								
Institutional Planning																									
Analysis for Planning:																									
Analyze Progam Review Trends and Themes	IPC																								
Analyze SLO Trends and Themes	IPC																								
Analyze Institutional Data and College Index (including EMP)	IPC																								
Institutional Plans:																									
Assess Progress on all Institutional Plans	IPC																								
Update Institutional Plans	Institutional Planning Committees																								
Identify/Update Institutonal Plan Action Steps	Institutional Planning Committees																								
College Initatives:																									
Assess Progress on exisiting College Initatives	IPC																								
Update existing College Initatives	IPC																								
Identify New College Initatives	IPC																								
Identify/Update College Intiative Actions Steps	IPC																								
Action Steps:																									
Review and Prioritze All Action Steps	IPC																								
Recommend Priortized Action Steps for Funding**	IPC																								
Budgeting and Resource Allocation																									
Develop Preliminary Budget Assumptions for 2013-14	BPC																								
Prepare Phase I Master Budget	BPC																								
Recommend Total New Full-Time Faculty Positions for 2013-14****	BPC																								
Prepare Phase II Master Budget (Final 2013-14 FTES Goals)	BPC																								
Fund Prioritized Action Steps	BPC																								
Fund Prioritized Program Resource Needs:																									
Equipment, Instructional Materials, New Classified Staff Positions	BPC																								
Prepare Phase III Master Budget (adjusted for Position Control)	BPC																								
Prepare Phase IV Master Budget (final budget for 2013-14 FY)	BPC																								
Implementation and Monitoring																									
Implement Program Plans (including funded Program Review requests)	Various																								
Implement Institutional Plans (including funded action steps)	Various																								
Implement College Iniatives (includng funded action steps)	IPC																								
Monitor Progress on all Plans	BPC, IPC																								
Perform Mid-Year Actual to Budget Analysis	BPC																								
Prepare Ending Balance Forecast	BPC																								
Assessment*																									
Assess Progress on Targets Identified in College Index	IPC																								
Assess all Institution-Level Data	IPC																								
Review SLO Assessment Trends and Themes	BPC, IPC																								
Perform Final Budget to Actual Analysis	BPC, IPC																								
Perform Institutional Effectiveness Audit	College Council																								
Assess Progress on Institutional Plans	IPC																								
Asssess Progress on College Initatives	IPC																								
Assess Course and Program-Level Student Learning Outcomes	SLOAC																								
Assess General Education Student Learning Outcomes	SLOAC																								
Assess Effectiveness of all Planning Processes	IPC, College Council																								