

San Diego Miramar College

Annual Planning Calendar – 2013-2014

	Target Dates	Action	Responsible Party
2013	July-August	Provide Program Review Data	CBR
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	August -September	Program Review reports generated by authors	Department Chairs
	October 1 st	Upload Program Review reports to “G” drive Discuss Program Review reports with Deans	
	October 15 th	Annual update – Identify School goals and objectives Distribute discretionary budget worksheets	Deans Business Office
	October 30 th	Annual update – Identify Division goals and objectives	VPA, VPI, VPSS
		Submit RFFs to BRDS	Deans
	November 15 th	Annual update - Develop Division priorities	VPA, VPI, VPSS
	December 2 nd	Submit summary of Program Review reports / annual Division plan updates at the College Executive Committee (CEC)	VPA, VPI, VPSS
		Submit prioritized classified employee hiring list to President’s Cabinet	VPA, VPI, VPSS
		Submit prioritized faculty hiring list to President’s Cabinet	Faculty Hiring Committee / Academic Affairs
	December 13 th	Submit prioritized classified employee and faculty hiring lists to CEC, as information	President’s Cabinet
		Submit updated discretionary budget worksheets to appropriate VP with supporting goals and objectives	Deans / Managers
		Post annual updates of the Division three year plans to the Planning website	VPA, VPI, VPSS
Submit prioritized requests for funding (RFF) list to CEC		BRDS	
2014	February 11 th	CEC accepts prioritized requests for funding (RFF) list	CEC
	February 13 th	Approve discretionary budget worksheets and submit to Business Services	VPA, VPI, VPSS
		Submit updated status report on College outcome data to PC	SLOAC Facilitator
	March (TBD)	Annual College-wide Retreat	PIEC
	March 14 th	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators
	April 7 th	Submit Department Chair worksheets to Business Services	VPI
	April 15 th	Submit FTEF allocation to Business Services	
	April 18 th	Review tentative budget	President’s Cabinet
		Tentative discretionary funds allocation due to District	Business Services
		Department Chair worksheets due to District	
	May 23 th	Review re-assigned time worksheet	President’s Cabinet
	August 14 th	Submit updated status report on College outcome data to PC	SLOAC Facilitator
Opening Day Fall Semester	Review Strategic Plan and College priorities for the year at college convocation	PIEC Co-Chairs	
September 3 rd	Distribute program review forms and instructions	VPA / Business Office	