Cañada College Budget and Planning Process

Division Faculty/Staff & Administrative Consultation

Review of Research & Planning Documents
Academic Discipline and/or Program/Service Unit reviews college research and planning documents, program reviews, and institutional self-studies.

Academic Discipline and/or Program/Service Unit Planning
Preparation of goals and requests for staffing, equipment, facilities, and other needs.

Division Meeting/ Department Meeting
Requests from Academic Discipline and/or Program/Service Unit are submitted to the division for input. All faculty and staff are involved in prioritizing needs.

Division Dean/ Administrators
Evaluates requests from Division Meeting and either refers back to Division Meeting for further evaluation or submits to the Instruction Council or Student Services Council.

Instruction Council
Priorities from each instructional division are combined to ensure comprehensiveness, equity, and links with college goals. Makeup: All Academic Administrators

Student Services Council
Priorities from each Program/Services Unit are combined to ensure comprehensiveness, equity, and links with college goals. Makeup: All Student Services Managers/Supervisors

Management Council
Reviews process and consolidates recommendations into one plan and adds additional operational needs, as necessary. Makeup: President, Vice Presidents, Deans, Marketing Director, Reseacher, Budget Officer, Program Directors.

Budget & Planning Committee
Scrutinizes and carefully analyzes plan from Management Council. A subcommittee of College Council, it reports its recommendation to College Council. Makeup: President (ex officio), Vice Presidents, College Council Chair and Vice Chair, Academic Senate President and a second faculty member appointed by the Senate President, Classified Senate President, Budget Officer (ex officio), CSEA representative, and ASCC student representative..

College Council
Serves to oversee and uphold the college decision-making process and serves as an advisory body to the President. Makeup: Five full-time Faculty, one adjunct Faculty, six Classified, six Students, two Administrators, President (ex officio), Academic Senate President (ex officio).

College President

revised 12/03