Cañada College Annual Intergrated Planning & Budgeting Calender

Key: Budget | Staffing | Planning | Resources | Evaluation

	Activity	Responsible Party	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Budget	Develop budget parameters based on program review	Admin & Faculty								X				
	Draft budget based on Division priorities, staffing approvals	VPAS									X			
	Submit tentative budget to District	VPAS										X		
	Finalize position control	VPAS											X	
	Finalize budget and submit District	VPAS	X											
	Approve budget (Budget of Trustees)	President, VPAS		X										
Staffing	Submit proposals for faculty reassigned time	Faculty			X									
	Review faculty proposals for faculty reassigned time	IPC				X								
	Review, consult, and make decisions on faculty reassigned time	VPI					X	X						
	Confirm timeline and process for program review cycle	PBC		X										
	New position process (part of program review process	Divisions			X	X								
	Announcement of approved new positions	President					X	X						
College and Program Planning	Set annual pioroties	Leadership Retreat	X											
	Consider College Scorecard and confirm priorities	PBC		X										
	Consider draft and approval final Annual (operatinal)Plan	PBC		X	X									
	Align annual work plans to Annual Plan	ALL			X									
	Prepare progress reports to PBC	Committees								X	X	X		
	Approve progress reports and any new 3-year plans from Committees	PBC								X	X	X		
	Update data dashboards for program review	PRIE	X											
	Post SLO and PLO assessment reports	VPI	X											X
	Conduct program review, update program planns & resources needs	Programs/Deans	X	X	X	X								
	Peer evaluation of comprehensive program reviews	IPC/SSPC		X	X	X								
Resource Requests	Complete program review or annual updates to request resources	Programs				X								
	Prioritize resource requests (part of program review process)	Divisions						X	X					
	Certify prioritization of resource requests	PBC								X				
	VPAS presents 3-year revenue request process	VPAS								X	X	X		
	Announce results of resource request process	VPAS											X	X
Evaluation	Conduct ILO assessment	PRIE										X	X	
	Consider results of ILO assessment and plan accordingly	PBC										X	X	
	Establish governance evaluation instrument	PBC/PRIE								X				
	Evaluate governance process	PRIE									X	X		
	Consider resluts of governance evaluation and determine actions	PBC										X		
	Update College Scorecard and post on website	PRIE			X									