# Annual Assessment, Planning, and Budgeting Timeline

"Looking at last year to plan for next year"  

**Approved 2012-09-18**

## Planning for FY 2013-2014

| Spring 2012 - Summer 2012 | Annual Performance Indicators and College-Wide Assessments for 2011-2012  
The Chancellor leads discussions with the Board and College community on Annual Performance Indicators, End-of-Year Assessment, and Annual Program Review Summary. |
|---------------------------|-----------------------------------------------------------------------------------------------|
| Summer 2012 | Board's Annual Priorities and Planning Assumptions for Resource Allocation for 2013-2014  
Using informed planning assumptions based on (a) internal and external trend data and (b) realistic budget scenarios for 2013-2014, the Board reviews the College’s Mission statement and delineates policy-level priorities consistent with the College’s Mission, as well as Board-adopted Policies and College Plans. The Chancellor communicates these Priorities and Planning Assumptions to the College community by mid-September (in future this will occur at August Flex). |
| Fall 2012 | Unit-level Program Reviews for 2013-2014  
Developed by all units during the fall semester in response to the Board’s Priorities and Planning Assumptions, Board-adopted College Plans, and any changes to the College’s Mission statement as well as unit-specific data such as historical trends, projected trends, industry board input, survey data, student achievement data, and learning outcomes assessments. Units should follow guidelines for completing reviews with attention to program effectiveness and student learning outcomes. Program reviews must be submitted to the immediate supervisor by the December deadline for consideration in the upcoming budget. Decisions for increasing or reducing resource allocations will be based on program review. |
Completed program reviews are posted by immediate supervisors (e.g., School Deans) along with requests which are ranked based on several factors per program review guidelines. Ranked requests are forwarded up the administrative chain until ultimately each Vice Chancellor identifies priorities for his or her area for that year. The Chancellor meets with the Vice Chancellors regarding the priorities. |
In February, the Chancellor convenes the Governance Council to determine overall prioritization. Final rankings are publicized via Program Review website. The highest ranked resource requests and identified reductions will be considered for inclusion in the upcoming Budget and reflected in the draft Annual Plan. |
| May 2013 - June 2013 | Budget Preparation for 2013-2014  
In February, copies of the current year's unit-level budgets are forwarded to all units, reviewed, and corrected as necessary to form an initial basis for 2013-2014. Once the Chancellor’s Governance Council completes its work, the 2013-2014 draft budgets for each unit are adjusted to reflect allocation decisions and priorities while maintaining a balanced budget for the college. |
| July 2013 | Board Review and Approval of Tentative Budget and Annual Plan for 2013-2014  
The Board reviews the draft Annual Plan and Tentative Budget no later than May. The Annual Plan and Tentative Budget are adopted in June. The Final Budget is adopted in September. All documents are posted online and shared with the College community. |
| July 2013 | Resource Allocations Distributed for 2013-2014  
Upon resource allocation, units implement plans for 2013-2014. |

## Planning for FY 2014-2015

| Spring 2013 through Summer 2013 | Annual Performance Indicators and College-Wide Assessments for 2012-2013  
The Chancellor leads discussions with the Board and College community on Annual Performance Indicators, End-of-Year Assessment, and Annual Program Review Summary. |

### Notes:
An evaluation of entire Annual Assessment, Planning, and Budgeting process will be conducted in Fall 2013 via program review. Changes will be determined in Spring 2014 for implementation in Fall 2014.

Resources requests submitted via program review will be sorted into categories (e.g., staffing, facilities, supplies and equipment, including technology-related requests) to assist with systematic updates of longer-range plans. Schedule TBD.