<table>
<thead>
<tr>
<th>Recommendation #</th>
<th>Lead Persons</th>
<th>Team Members</th>
<th>Activities</th>
<th>Self Study References Related Recommendations</th>
<th>Resources</th>
<th>Evidence</th>
<th>Timelines</th>
</tr>
</thead>
</table>
| Effective Planning Process | Phyllis McGuire Pam Mery | Peter Goldstein Lindy McIntyre Fred Chavaria Carl Jew Tim Ryan Jill Kersey Jessica Brown Ray Gamba Edward Simon Kitty Moriwaki Diana Verdugo William Walker | **In progress:** Annual Timeline for Assessment, Planning, and Budgeting (APB) in both narrative and visual format. Visual includes topical overlays (e.g., deadlines, communication points, integration points)  
**Still to do:** Draft process and timeline for continuous improvement of APB processes (i.e. when and how the entire APB system will be reviewed)  
Basic Visual of Annual APB Timeline with several overlays in progress  
Minutes showing discussion of the “still to do” items | Progress rpt due Aug 3 with Matrix filled out |

- Develop strategies to fully implement planning process.
- Examine, campus sites, revenue & expenses, Instructional Programs, staffing, Library Services, Student Services
- Prescribed roles and authority
Master Plan
Identify Data Needs (this is currently being done to some extent through Rec 3 in terms of data necessary for meaningful program review by campus, etc)

Assemble and draft materials which promote understanding of Benchmarking and VFA tools (currently under Rec 3 but possibly more appropriate for Rec 2 group)

Remarks: