

Planning and Resource Council Planning Calendar
2011-2012

3-Year Cycle Summary

| Cycle Component | Summer | Fall | Winter | Spring |
|---------------------------------------|---|--|---|---|
| Core Mission Work Groups | | Present their plans | | |
| Divisions | | | Present their plans | |
| Departments/Programs | | Complete Program Review | Submit Resource Requests | |
| Educational and Strategic Master Plan | | | Core Mission Workgroup Tri-Chairs set Benchmarks | Updated version presented to PaRC |
| Governance Handbook | IP & B Task force meets | Update and Revise as needed | | Governance Survey distributed and discussed |
| Learning Outcomes Assessment Cycle | Institutional Research makes adjustments to process | Course Level – 3 rd week Program Level – 12 th week | Course Level – 3 rd week AUO Assessment | Course Level – 3 rd week |
| Resource Allocation | | Review next year's FTEF prioritizations | Collect all other resource requests | Prioritize FTEF for hire the year after coming Fall |
| Year 1 Additions (09-10) | | Revisit Mission and Vision | | |
| Year 2 Additions (10-11) | | | Re-visit Planning Agendas and Self-Study | Terms expire in PaRC |
| Year 3 Additions (11-12) | New members appointed to PaRC | | | |

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Fall Quarter, Year 3 of Cycle

| October 5 PaRC Meeting | October 19 PaRC Meeting | October 26 PaRC Meeting |
|---|--|--|
| New Business <ul style="list-style-type: none"> • Welcome Back (Confirm members) • Orientation • (Approval of 6/15/11 Minutes) • IP&B Task Force recommendations <ul style="list-style-type: none"> - Academic Year IP&B Timeline - OPC Changes in GHB (3) - Program Review Template - Continue Task Force Work | New Business <ul style="list-style-type: none"> • First read: Program Discontinuance Policy • LRC Update from Cabinet (via Paul's report) • Middlefield Campus/Educational Center Update • VP Presentations – FTEF Requests | New Business <ul style="list-style-type: none"> • FTEF Survey Results • President's Office AUOs |
| Reports/Discussion <ul style="list-style-type: none"> • Judy's update: FTEF, OPC budget update • Accreditation Update • Program Review Timeline • Distribute ESMP Core Mission Template of Objectives for 10/26 mtg. | Reports/Discussion <ul style="list-style-type: none"> • Professional Development update from Judy Baker • Annual Service Area Program Review Template | Reports/Discussion <ul style="list-style-type: none"> • Benchmarks and Metrics using Template of Objectives <ul style="list-style-type: none"> #1 – Basic Skills Workgroup #2 – Workforce Workgroup #3 – Transfer Workgroup #4 – OPC (Stewardship of Resources) |
| Action Items <ul style="list-style-type: none"> • Governance Handbook changes to OPC | Action Items <ul style="list-style-type: none"> • FTEF Survey goes to PaRC | Action Items |
| Note: STEM Conference October 2-5 Instructional Program Review Templates Distributed to all Deans after this meeting. | | Note: 10/24 – 10/27 ACCJC Site Visit Note: 10/27 Exit Interview @ 1 p.m. |

Meetings this month:

OPC: **Need date**

Basic Skills Workgroup & Workforce Workgroup - October 10

Transfer Workgroup: 10/11

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Fall Quarter, Year 3 of Cycle

| November 2 PaRC Meeting | November 16 PaRC Meeting |
|---------------------------|---|
| New Business | New Business |
| Reports/Discussion | Reports/Discussion <ul style="list-style-type: none"> • Program Discontinuance Board Policy • LRC Taskforce Remodel and Programming • Presentation of Appendices Plans: #5 – Science Learning Institute |
| Action Items | Action Items |
| No Meeting | |

Meetings this month:

OPC:

Core Missions: Basic Skills/Workforce Workgroup- November 15

Transfer Workgroup: 11/8

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Fall Quarter, Year 3 of Cycle

| December 7 PaRC Meeting | December 21 PaRC Meeting |
|--|---------------------------|
| New Business | New Business |
| Reports/Discussion <ul style="list-style-type: none">• Budget Update | Reports/Discussion |
| Action Items | Action Items |
| Note: Annual Program Review Deadline is December 16 – All program reviews must be submitted to Deans. | Note: Winter Break |

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Winter Quarter, Year 3 of Cycle

| January 11 PaRC Meeting | January 18 PaRC Meeting |
|--|--|
| New Business | New Business |
| Reports/Discussion <ul style="list-style-type: none"> • No Meeting | Reports/Discussion <ul style="list-style-type: none"> • Program Review update (all program reviews were due before break) • Resource Allocation Flow Chart Update (First Read) • OPC Resource Allocation Forms |
| Action Items | Action Items |
| Winter Quarter starts Jan. 9 | |

January 13 - All program reviews are due to Instruction Office.
This month, Deans are prioritizing resource requests with their divisions.

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Winter Quarter, Year 3 of Cycle

| February 1 PaRC Meeting | February 15 PaRC Meeting |
|--|---|
| New Business | New Business |
| Reports/Discussion <ul style="list-style-type: none"> • Smoking District Policy/Admin Procedures (First Read) • OPC – Changes to GHB Guiding Principles (First Read) • OPC – Resource Allocation Rubric (First Read) | Reports/Discussion <ul style="list-style-type: none"> • Budget Reductions list presented to PaRC • Accreditation Update – ACCJC Report |
| Action Items <ul style="list-style-type: none"> • Resource Allocation Flow Chart (Second Read/Approval) | Action Items <ul style="list-style-type: none"> • Smoking District Policy/Admin Procedures (Second Read/Approval) • OPC – Changes to GHB Guiding Principles (Second Read/Approval) |
| | |

This month the Deans will meet with their VPs to prioritize requests, Deans submit Division lists on Feb. 17.

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Winter Quarter, Year 3 of Cycle

| March 7 PaRC Meeting | March 21 PaRC Meeting |
|---|---|
| New Business | New Business |
| Reports/Discussion <ul style="list-style-type: none"> • Professional Development Update • ESMP Appendices: #8 Marketing Plan | Reports/Discussion <ul style="list-style-type: none"> • Perkins Presentation – VP Workforce • Core Mission Workgroup Updates for ESMP (include funding update) • ESMP Appendices: #6 Fundraising Plan |
| Action Items <ul style="list-style-type: none"> • OPC – Resource Allocation Rubric (Second Read/Approval) | Action Items <ul style="list-style-type: none"> • Accept Perkins Funding Recommendations |
| League Conference in Philadelphia = March 4-7 | Note: Begin updating of ESMP using completed Program Review and Core Mission Benchmarks Templates of Objectives |

Quarter ends March 30

This month VPs will meet together to prioritize requests and develop final lists.

Week of February 27 – VPs meet with their Deans to review resource requests.

March 19-20 VPs meet with OPC to discuss resource allocation prioritizations. FTEF prioritizations will go directly to PaRC for prioritization.

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Spring Quarter, Year 3 of Cycle

| April 4 PaRC Meeting | April 18 PaRC Meeting | April 25 PaRC Meeting |
|--|---|---|
| New Business | New Business | New Business |
| Reports/Discussion <ul style="list-style-type: none"> • No meeting | Reports/Discussion <ul style="list-style-type: none"> • IP&B Summer Task Force Updates/Recommendations (First Read) • SLOAC Update | Reports/Discussion <ul style="list-style-type: none"> • ARCC Report, ESMP Update – Researcher • ESMP Appendices: #7 Outreach Plan • ESMP Appendices: #9 International • ESMP Appendices: #10 Equity Plan |
| Action Items | Action Items | Action Items |
| Note: Spring Break | | |

OPC will make recommendations to PaRC in May.

Planning and Resource Council Planning Calendar
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Spring Quarter, Year 3 of Cycle

| May 2 PaRC Meeting | May 16 PaRC Meeting |
|--|--|
| New Business | New Business |
| Reports/Discussion <ul style="list-style-type: none"> • OPC/Resource Allocation update (First Read) • Possible First read updated version of ESMP (Version 3.0), including any GHB Updates, IP&B recommendations and Core Mission Templates | Reports/Discussion <ul style="list-style-type: none"> • OPC/Resource Allocation Recommendations (Second Read/Approval) • OPC Template of Objectives update for ESMP • First or Second read of ESMP Version 3.0 • May Revise |
| Action Items <ul style="list-style-type: none"> • IP&B Summer Task Force Updates/Recommendations (Second Read/Approval) | Action Items <ul style="list-style-type: none"> • Final approval of Resource Allocation Recommendations • Initiate IP&B Survey for Planning & Resource Allocation Assessment |
| | |

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Spring Quarter, Year 3 of Cycle

| June 6 PaRC Meeting | June 20 PaRC Meeting |
|--|--|
| New Business | New Business <ul style="list-style-type: none"> • Report out from Core Mission meetings |
| Reports/Discussion <ul style="list-style-type: none"> • Second or third read of ESMP Version 3.0 • Review of PaRC's self assessment, discussion on how to make improvements | Reports/Discussion <ul style="list-style-type: none"> • Final read of ESMP Version 3.0 • Final Meeting of 2011-2012 |
| Action Items <ul style="list-style-type: none"> • Re-convene Summer Task Force | Action Items <ul style="list-style-type: none"> • ESMP Version 3.0 Approval |
| | Final Exams start June 26 |