

Planning and Resource Council Planning Calendar
2012-2013

3-Year Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Core Mission Work Groups		Present their plans		Present their reflections
Divisions			Complete Program Review	
Departments/Programs		Complete Program Review	Submit Resource Requests	
Educational and Strategic Master Plan		Draft updated version Presented to PaRC		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, submits annual report.	Course-Level, Program Level, Administrative Unit, Service Area SLO Reflections – 3 rd week	Course Level – 3 rd week	Course Level – 3 rd week
PaRC: FTE Allocations		Review next year's FTEF prioritizations	Collect all other resource requests	Prioritize FTEF for hire the year after coming Fall
Program Review Committee		Review Program Data	Evaluate Comprehensive Program Reviews	Present Program Review Summary to PaRC
Year 1 Additions (11-12)		Review student population data and hold discussion	Revisit and revise Mission statement as necessary	
Year 2 Additions (12-13)			Re-visit Planning Agendas and Self-Study	Terms expire in PaRC
Year 3 Additions (14-15)	New members appointed to PaRC			

Planning and Resource Council Planning Calendar
2012-2013

Fall Quarter, Year 1 of Cycle

October 3 PaRC Meeting	October 17 PaRC Meeting
New Business • Welcome Back (Confirm members) • (Official Approval of Spring/Summer Minutes) • IP&B Task Force recommendations – Messina/Gilani/Kuo - PaRC Planning Calendar (Action Item) - Comprehensive Program Reviews (Action Item) - Template of Objectives (Action Item) - Updated Governance HB (Action Item) - Program Creation/Discontinuance (Distribute draft)	New Business • President’s Office AU-SLOs • Benchmarks and Metrics using Template of Objectives #1 – Basic Skills Workgroup #2 – Workforce Workgroup #3 – Transfer Workgroup #4 – OPC (Stewardship of Resources) • First read: Program Creation/Discontinuance Policy - Messina
Reports/Discussion • Judy’s update: FTEF, Budget Allocations/reductions, post allocations to spreadsheet on web. • Core Mission Template of Objectives for 10/17 mtg. - Kuo	Reports/Discussion
Action Items • See above (six items)	Action Items • Accept Objectives from Core Missions
Notes: • RP Group Conference October 3-6 • Comprehensive Program Review Templates Distributed to all Deans after this meeting. • Follow up report due to ACCJC October 15	

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Fall Quarter, Year 1 of Cycle

November 7 PaRC Meeting	November 21 PaRC Meeting
New Business • Follow up Report to ACCJC	New Business • Budget Reductions Report
Reports/Discussion • Mission Statement: Revisit, (Standard 1 ACCJC) – Kuo/Hueg • ESMP Draft – Kuo • Election Results Report Out – Miner • FHDA Educational Center Update	Reports/Discussion • ESMP Plans: • <u>Facilities Master Plan</u> (Updated 2007) - Treanor • Fiscal Plan - Treanor
Action Items	Action Items • Second read: Program Discontinuance Policy - Messina
***Schedule site visit from ACCJC on this day if possible	

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Fall Quarter, Year 1 of Cycle

December 5 PaRC Meeting	December 19 PaRC Meeting
New Business Budget Update (If needed)	New Business
Reports/Discussion - OPC – Resource Allocation Rubric (First Read) –Treanor - ESMP Plans: - Fundraising Plan – Miner - Technology Plan – Hueg - CCSSE Report - Kuo	Reports/Discussion
Action Items	Action Items
Note: Annual Program Review Deadline is December 14 – All program reviews must be submitted to Deans.	Note: Winter Break

- Program review documents are due to Deans by December 14 for completion of Section 6.

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Winter Quarter, Year 1 of Cycle

January 2 PaRC Meeting	January 16 PaRC Meeting
New Business	New Business
Reports/Discussion • No Meeting	Reports/Discussion • Program Review update - Messina • Resource Allocation Timeline - Messina • OPC Resource Allocation Forms for Deans - Treanor
Action Items	Action Items
Note: Winter Quarter starts Jan. 7	

- Deans complete section 6 and return documents to program review team by January 7, 2013.
- Program review documents are due to the Office of Instruction in January. (Administrative Units due in February)
- Program Review Committee begins reviewing all Comprehensive Program Reviews at end of January.
- End of January: Deans are prioritizing resource requests with their divisions

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Winter Quarter, Year 1 of Cycle

February 6 PaRC Meeting	February 20 PaRC Meeting
New Business	New Business
Reports/Discussion • Professional Development – New Committee? • LRC Update – Messina/Starer • ESMP – Updated draft - Kuo	Reports/Discussion • Accreditation Update – ACCJC Report – Hueg • SLOAC Report - Messina
Action Items •	Action Items •

- Divisions submit prioritized lists to their VP by February 15.
- Week of February 18 – VPs meet with their Deans to review resource requests.
- Week of February 25 - VPs meet with each other to create one prioritized resource request list.

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Winter Quarter, Year 1 of Cycle

March 6 PaRC Meeting	March 20 PaRC Meeting
New Business	New Business
Reports/Discussion • Professional Development Update • Budget Town Hall - Miner	Reports/Discussion • Perkins Presentation – VP Workforce • Core Mission Workgroup Updates for ESMP (include funding updates)
Action Items	Action Items • Accept Perkins Funding Recommendations
Note: League Conference in Texas = March 10 - 13	Note: Begin updating of ESMP using completed Program Review and Core Mission Benchmarks Templates of Objectives

- Week of March 11 – VPs meet to prioritize resource requests. Faculty/Staff prioritizations will go directly to PaRC, all others to OPC
- March 20 – Workforce Workgroup presents Perkins Allocations to PaRC
- Quarter ends March 29

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Spring Quarter, Year 1 of Cycle

April 3 PaRC Meeting	April 17 PaRC Meeting *** THIS MEETING WILL BE EXTENDED TO 2.5 HOURS
New Business	New Business • Budget Update
Reports/Discussion • No meeting	Reports/Discussion • Program Review Committee Presentation • Faculty & Staff Request Presentation - VPs • ARCC Report - Kuo
Action Items	Action Items
Note: Spring Break	- Faculty and Staff Prioritization Survey Open

- Quarter starts April 8
- April 17 - Program Review Committee presents summary of Comprehensive Program Reviews
- April 17 – VPs present summary of Faculty and Staff Requests, Survey opens
- OPC will make recommendations to PaRC in May.

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Spring Quarter, Year 1 of Cycle

May 1 PaRC Meeting	May 15 PaRC Meeting
New Business	New Business
Reports/Discussion • OPC/Resource Allocation update (First Read) • Faculty and Staff Survey results (First Read) • Program Review Committee Report (Second Read)	Reports/Discussion • OPC/Resource Allocation Recommendations (Second Read/Approval) • Workgroup Template of Objectives reflections/update for ESMP • First read of ESMP Version 3.0 • May Revise
Action Items • Accept PRC Report for Program status	Action Items • Final approval of Resource Allocation Recommendations (including Faculty and Staff prioritizations)
- AUO Survey Open	

- May 1 – OPC presents Resource Request Recommendations

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Spring Quarter, Year 1 of Cycle

June 6 PaRC Meeting	June 20 PaRC Meeting
New Business	New Business
Reports/Discussion • Second read of ESMP Version 3.0 • ESMP Appendices: (any plans who needed more time)	Reports/Discussion • Review of PaRC's self assessment, discussion on how to make improvements • Final read of ESMP Version 3.0
Action Items	Action Items • ESMP Version 3.0 Approval • Re-convene Summer Task Force, update charge
- Governance Survey Open	Final Meeting of 2012-2013 (Final Exams start June 25)

Meetings this month:

OPC:

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Workforce Workgroup:

Transfer Workgroup: