

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
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 11

Transfer Workgroup: **Need date**

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2011-2012

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"> • IP&B Task Force: Program Discontinuance Process • OPC budget update • Program-Level Learning Outcomes Update • Presentation of Appendices Plans: <ul style="list-style-type: none"> #5 – Fundraising Plan #6 – Science Learning Institute
Action Items	Action Items
No Meeting	

Meetings this month:

OPC:

Core Missions: Basic Skills/Workforce Workgroup- November 15

Need Transfer Meeting Date

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2011-2012

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 • Review of current Reassigned time (Cabinet) • Presentation of Appendices Plans: <ul style="list-style-type: none"> #7 – Outreach Plan #8 – Marketing Plan 	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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2011-2012

Winter Quarter, Year 3 of Cycle

January 4 PaRC Meeting	January 18 PaRC Meeting
New Business	New Business
Reports/Discussion	Reports/Discussion <ul style="list-style-type: none">• Program Review update (all program reviews were due before break)• ESMP Appendix Plan: #9 – International Programs #10 - Student Equity Plan
Action Items	Action Items
Winter Quarter starts Jan. 9	

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

Winter Quarter, Year 3 of Cycle

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February 1 PaRC Meeting	February 15 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Begin updating of ESMP using completed Program Review and Core Mission Benchmarks Templates of Objectives • Research update – Mid-year Benchmarks and Metrics • Mid-year cuts • Accreditation Update – ACCJC Report 	Reports/Discussion <ul style="list-style-type: none"> • Professional Development update • SLO/Learning Outcome Assessment update • IP&B Summer Task Force Updates/Recommendations
Action Items	Action Items

This month the Deans will meet with their VPs to prioritize requests.

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2011-2012

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"> • • 	Reports/Discussion <ul style="list-style-type: none"> • Professional Development update • Accreditation Planning Agendas Update • OPC/PaRC Joint Meeting- Perkins Presentation
Action Items	Action Items <ul style="list-style-type: none"> • Accept Perkins Funding Recommendations
League Conference in Philadelphia = March 4-7	

Quarter ends March 30

This month VPs will meet together to prioritize requests and develop final lists. These lists will be given to OPC. FTEF prioritizations will go directly to PaRC for prioritization after the VP presentations in April.

Spring Quarter, Year 3 of Cycle

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April 4 PaRC Meeting	April 18 PaRC Meeting	April 25 PaRC Meeting
New Business	New Business	New Business
Reports/Discussion	Reports/Discussion Resource Requests Presentations: <ul style="list-style-type: none"> • Shirley Treanor, Educational Resources & Instruction • Kurt Hweg, Marketing and External Relations • Student Services & Middlefield 	Reports/Discussion Resource Requests Presentations: <ul style="list-style-type: none"> • Kimberlee Messina, Instruction & Institutional Research • Workforce Development & Instruction • Core Missions Response to Template of Objectives
Action Items	Action Items	Action Items
Note: Spring Break		Link for FTEF Fall 2013 Hires Survey distributed after this meeting

OPC will make recommendations to PaRC in May.

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2011-2012

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 • FTEF Ranking (Survey Results) • First read updated version of ESMP (Version 3.0) • ARCC Report 	Reports/Discussion <ul style="list-style-type: none"> • Final OPC/Resource Allocation Recommendations • Second read of ESMP • May Revise
Action Items	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">• Review of PaRC's self assessment, discussion on how to make improvements	Reports/Discussion <ul style="list-style-type: none">• Final Meeting of 2011-2012
Action Items <ul style="list-style-type: none">• Re-convene summer Task Force	Action Items
	Final Exams start June 26