

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 <sup>rd</sup> week Program Level – 12 <sup>th</sup> week	Course Level – 3 <sup>rd</sup> week AUO Assessment	Course Level – 3 <sup>rd</sup> 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
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Welcome Back (Confirm members)</li> <li>• Orientation</li> <li>• (Approval of 6/15/11 Minutes)</li> <li>• IP&amp;B Task Force recommendations <ul style="list-style-type: none"> <li>- Academic Year IP&amp;B Timeline</li> <li>- OPC Changes in GHB (3)</li> <li>- Program Review Template</li> <li>- Continue Task Force Work</li> </ul> </li> </ul>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• First read: Program Discontinuance Policy</li> <li>• LRC Update from Cabinet (via Paul's report)</li> <li>• Middlefield Campus/Educational Center Update</li> <li>• VP Presentations – FTEF Requests</li> </ul>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• FTEF Survey Results</li> <li>• President's Office AUOs</li> </ul>
<p><b>Reports/Discussion</b></p> <ul style="list-style-type: none"> <li>• Judy's update: FTEF, OPC budget update</li> <li>• Accreditation Update</li> <li>• Program Review Timeline</li> <li>• Distribute ESMP Core Mission Template of Objectives for 10/26 mtg.</li> </ul>	<p><b>Reports/Discussion</b></p> <ul style="list-style-type: none"> <li>• Professional Development update from Judy Baker</li> <li>• Annual Service Area Program Review Template</li> </ul>	<p><b>Reports/Discussion</b></p> <ul style="list-style-type: none"> <li>• Benchmarks and Metrics using Template of Objectives</li> <li>#1 – Basic Skills Workgroup</li> <li>#2 – Workforce Workgroup</li> <li>#3 – Transfer Workgroup</li> <li>#4 – OPC (Stewardship of Resources)</li> </ul>
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Governance Handbook changes to OPC</li> </ul>	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• FTEF Survey goes to PaRC</li> </ul>	<p><b>Action Items</b></p>
<p><b>Note: STEM Conference October 2-5</b> <b>Instructional Program Review Templates</b> <b>Distributed to all Deans after this meeting.</b></p>		<p><b>Note: 10/24 – 10/27 ACCJC Site Visit</b> <b>Note: 10/27 Exit Interview @ 1 p.m.</b></p>

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

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
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• Budget Update</li><li>• Review of current Reassigned time (Cabinet)</li><li>• Presentation of Appendices Plans: #6 – Fundraising Plan #7 – Outreach Plan #8 – Marketing Plan</li></ul>	<b>Reports/Discussion</b>
<b>Action Items</b>	<b>Action Items</b>
<b>Note: Annual Program Review Deadline is December 16 – All program reviews must be submitted to Deans.</b>	<b>Note: Winter Break</b>

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Winter Quarter, Year 3 of Cycle

January 11 PaRC Meeting	January 18 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• Budget Update</li></ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• Program Review update (all program reviews were due before break)</li><li>• ESMP Appendix Plan: #9 – International Programs #10 - Student Equity Plan</li></ul>
<b>Action Items</b>	<b>Action Items</b>
<b>Winter Quarter starts Jan. 9</b>	

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

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

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Winter Quarter, Year 3 of Cycle

March 7 PaRC Meeting	March 21 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• Professional Development update</li><li>• Accreditation Planning Agendas Update</li><li>• OPC/PaRC Joint Meeting- Perkins Presentation</li></ul>
<b>Action Items</b>	<b>Action Items</b> <ul style="list-style-type: none"><li>• Accept Perkins Funding Recommendations</li></ul>
<b>League Conference in Philadelphia = March 4-7</b>	

Quarter ends March 30

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

March 21 - These lists will be given to OPC. FTEF prioritizations will go directly to PaRC for prioritization after the VP presentations in April.

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Spring Quarter, Year 3 of Cycle

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

OPC will make recommendations to PaRC in May.

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Spring Quarter, Year 3 of Cycle

May 2 PaRC Meeting	May 16 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• OPC/Resource Allocation update</li><li>• FTEF Ranking (Survey Results)</li><li>• First read updated version of ESMP (Version 3.0)</li><li>• ARCC Report</li></ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• Final OPC/Resource Allocation Recommendations</li><li>• Second read of ESMP</li><li>• May Revise</li></ul>
<b>Action Items</b>	<b>Action Items</b> <ul style="list-style-type: none"><li>• Final approval of Resource Allocation Recommendations</li><li>• Initiate IP&amp;B Survey for Planning &amp; Resource Allocation Assessment</li></ul>

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Spring Quarter, Year 3 of Cycle

June 6 PaRC Meeting	June 20 PaRC Meeting
<b>New Business</b>	<b>New Business</b> <ul style="list-style-type: none"><li>Report out from Core Mission meetings.</li></ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>Review of PaRC's self assessment, discussion on how to make improvements</li></ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>Final Meeting of 2011-2012</li></ul>
<b>Action Items</b> <ul style="list-style-type: none"><li>Re-convene summer Task Force</li></ul>	<b>Action Items</b>
	<b>Final Exams start June 26</b>