

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 • Review of current Reassigned time (Cabinet) • Presentation of Appendices Plans: <ul style="list-style-type: none"> #6 – Fundraising Plan #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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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"> Budget Update 	Reports/Discussion <ul style="list-style-type: none"> Program Review update (all program reviews were due before break) ESMP Appendix Plan: <ul style="list-style-type: none"> #9 – International Programs #10 - Student Equity Plan
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"> • Research update – Mid-year Benchmarks and Metrics • Mid-year cuts • Accreditation Update – ACCJC Report • Budget Reductions list presented to PaRC 	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 <ul style="list-style-type: none"> • Budget Reductions list
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
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.

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
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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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 • Report out from Core Mission meetings.
Reports/Discussion • Review of PaRC's self assessment, discussion on how to make improvements	Reports/Discussion • Final Meeting of 2011-2012
Action Items • Re-convene summer Task Force	Action Items
	Final Exams start June 26