From:	Tina Aguirre
To:	Kathy Berry; Linda Amidon; Brian McNeece
Subject:	Merged timeline for Academic Yr 2014-2015
Date:	Friday, May 30, 2014 4:10:09 PM
Attachments:	Merged timeline for Academic Yr 2014-2015.docx
Importance:	High

Attached is a merged timeline for all the activities we have to accomplish before December 12, 2014!! The further you go down the list, the less accurate my dates may be. For instance committee approvals in December may not occur in the last week of the semester.

Please make changes / suggestions and/or forward as you feel appropriate.

T

Timeline for Special Follow-up Report (Due 03-2015) Midterm Report (Due 01-2016)

We anticipate that our recent Follow-Up and Special Report site visits will result in a need for another follow up response by March 2015 especially regarding the recommendation about finance. The Midterm Report is also the third year after the comprehensive site visit – 2016.

"Institutions are required to submit a Midterm Report in the third year following the External Evaluation Team visit. The Midterm Report includes a narrative analysis and evidence that (1) demonstrates how deficiencies have been resolved (2) describes progress on recommendations for improvement and (3) identifies the status of the institution's self-identified improvement plans (formerly planning agenda items) from the Institutional Self-Evaluation." (Guidelines for Preparing Institutional Reports to the Commission 01-2014)

Follow Up Report elements	Midterm Report Elements	Program Review Elements

TASKs	ACCOUNTABLE LEADS	TARGET DATE
2014	**2014**	**2014**
May 2014 Target Dates:		
✓ F/up Report #1 - President holds campus forum to provide brief update on Accreditation status	Victor Jaime	05-15-14
✓ F/up Report #1 -SPOL Training with Company Trainer	Jose Carrillo	05-22-14
✓ F/up Report #1 & #8 - 1:1 Budget reviews by Department	John Lau, Carlos Fletes Area VPs, Deans, Chairs	05-30-14
F/up Report # 1 - EMPC review goals and objectives AND EMPC completes evaluation	Ted Ceasar, Efrain Silva	05-30-14
F/up Report #8 - Budget and Planning holds meetings to develop strategy and timeline AND BFP reviews Resource Requests	John Lau, Kevin White	05-30-14
June 2014 Target Dates:		
F/up Report #8 - BFP reviews-2014-2015 Budget and forwards	John Lau, Kevin White	06-10-14
F/up Report #8 - BFP continue to meet and approve the tentative-14-2015 budget	John Lau, Kevin White Carlos Fletes	06-12-14
F/up Report # 8 - Board approved balanced 2014-2015 budget with funds for reserves and long-term debt	Board of Trustees	06-18-14
F/up Report # 8 - Board **schedules** workshop to review financials	Board of Trustees	06-18-14
Midterm Report – Board **schedules** retreat to revise/reaffirm EMP, resource plans, strategic plan, and sets goals for next year using appropriate data	Victor Jaime Board of Trustees	06-18-14
F/up Report #1 - CART Co-chairs meet and develop Follow Up Teams	Brian McNeece Tina Aguirre	06-25-14
F/up Report #1 - 2013-2014 Program Reviews entered into SPOL to ensure complete cycle entered prior to 2014-2015.	Jose Carrillo Program Review Leads Support Staff	06-30-14
July 2014 Target Dates		
F/up Report #8 - Fiscal Planning for 2015-2016 **begins**	Victor Jaime, John Lau	07-01-14
F/up Report #8 - BFP complete policies forward to President Cabinet and Board of Trustees for approval	John Lau, Kevin White President' Cabinet Board of Trustees	07-8-14
F/up Report #1 & #8 - Board **meets** for Retreat/Workshop to review financials	John Lau, Victor Jaime Board of Trustees	07-10-14
Midterm Report – President and Board receives ACCJC accreditation report	Victor Jaime Board of Trustees	07-15-14
Midterm Report – Board **meets** for retreat to revise/reaffirm EMP,	Victor Jaime	07-17-14

resource plans, strategic plan, and sets goals for next year using appropriate data	Board of Trustees	
F/up Report #1 - SPOL Training and data entry continues	Jose Carrillo	07-30-14
F/up Report #8 - 2014-2015 Budget refined	John Lau, Carlos Fletes President Cabinet	07-30-14
F/up Report Evidence repository created	Linda Amidon	07-30-14
Midterm Report - Evidence repository created	Linda Amidon	07-30-14
Program Review – Evidence repository created for all areas (by CEO or VP)	Admin Assistants	07-30-14
Program Review – EMPC prepares for all faculty SPOL training and data entry	Ted Ceasar, Efrain Silva	07-30-14
Program Review – BFP prepares budget guidelines and instructions for 2015-2016 academic year	John Lau, Kevin White	07-31-14
Program Review - Data collected and prepared	Jose Carrillo	07-31-14
August 2014 Target Dates		
Program Review – CBO distributes 2015-2016 Budget guidelines and instructions for 2015-2016 academic year	John Lau, Carlos Fletes	08-5-14
Program Review – Data distributed in SPOL	Jose Carrillo	08-05-14
Program Review – EMPC reviews Boards goals/directions, EMP goals and objectives, and outlines the Program Review processes for Fall 2014	Ted Ceasar, Efrain Silva	08-15-14
Program Review – EMPC meets to plan orientation to Fall 2014 process and requests for 2015-2016 budget	Ted Ceasar, Efrain Silva	08-22-14
Program Review – **Starts** in SPOL with Mission Objectives Budget for-2015-2016 and with the PLOs and SLOs	Chairs, Leads, Directors	08-26-14
Program Review – BFP reviews final 2014-2015 budget and forwards to President's Cabinet	John Lau, Kevin White	08-27-14
F/up Report #1 - Midterm Evidence identified and added to SPOL **(begins)**		08-30-14
September 2014 Target Dates		
Midterm Report – Institutional Effectiveness Assessment is conducted	Administrative Council	09-1-14
F/up Report #1 & #8 - Negotiation – Sunset of Contracts to Board with 3 key areas compensation contract days bumping rights	Victor Jaime, HR	09-1-14
Midterm Report – Academic Senate and College Council reviews all committee self-evaluations	Daniel Gilison, Michael Heumann	09-2-14
F/up Report #8 – BFP finalizes and approve The Financial Plan then forwards to Board	John Lau, Kevin White	09-05-14
F/up Report #1 & #8 - Board **meets** for Retreat/Workshop to review financials	John Lau, Victor Jaime Board of Trustees	09-13-14
F/up Report #8 - The Financial Plan is approved by Board	Board of Trustees	09-15-14
F/up Report #8 - The 2014-2015 Final Budget is adopted by Board	Board of Trustees	09-15-14
Midterm Report – status check re data & reporting processes in SPOL	Jose Carrillo	09-30-14
Program Review - Completed in SPOL with Mission Objectives Budget for-2015-2016 PLOs and SLOs	Chairs, Leads, Directors	09-30-14
Midterm Report – Academic Senate and College Council prepares summary report of all committees	Daniel Gilison, Michael Heumann	09-30-14
October 2014 Target Dates		
Midterm Report – Curriculum Committee recommends Faculty prioritization	Frank Rapp	10-2-14
Program Review - Reports forward to Deans for approval in SPOL	Chairs, Leads, Directors	10-3-14
Midterm Report – Institutional Effectiveness Final Report presented to Administrative Council	VPs	10-7-14
F/up Report - Complete and evaluate one full planning cycle		10-7-14
F/up Report #8 - Finance recommendations resolved		10-7-14

F/up Report #1, #7, #8 Report Drafts circulated among F/up teams		10-10-14
Program Reviews - reports forward to VPs for approval in SPOL	Deans	10-10-14
Midterm Report – Academic Senate recommends Faculty prioritization	Michael Heumann	10-15-14
Midterm Report – Institutional Effectiveness Final Report presented to Academic Senate	VPs	10-15-14
Program Reviews – Resource requests forwarded to all Planning Committees via SPOL reports	President's Cabinet	10-17-14
F/up Report Final draft to each team leader		10-24-14
F/up Report Final draft to each team leader		10-24-14
Program Review - Resource Planning Committees prioritize all requests and forward to BFP Committee & CBO via SPOL	Ted Ceasar, Efrain Silva	10-24-14
Midterm Report – Institutional Effectiveness Final Report presented to College Council	VPs	10-27-14
Midterm Report – Staffing Committee recommends staff prioritization	HR	10-31-14
Program Review – BFP Committee prioritizes all resource requests and forwards to President's Cabinet and Board	John Lau, Kevin White	10-31-14
Midterm Report teams identified	Brian McNeece, Tina Aguirre	10-31-14
November 2014 Target Dates		
Midterm Report – President's Cabinet finalizes faculty and staff positions	President's Cabinet	11-4-14
F/up Report - Final editor finishes his/her review		11-13-14
F/up Report Formatted and Evidence linked	Linda Amidon	11-14-14
Program Review – President's Cabinet finalizes all resources requests	President's Cabinet	11-18-14
F/up Report Final editor		11-21-14
F/up Report Final editor		11-21-14
December 2014 Target Dates		
F/up Report Executive Committee approval	President's Cabinet	12-2-14
F/up Report College Council approval	Daniel Gilison	12-11-14
F/up Report Academic Senate Approval	Michael Heumann	12-13-14
F/up Report Board Approval	Board of Trustees	12-17-14
2015	**2015**	**2015**
January 2015 Target Dates		
Midterm Report - All other recommendations resolved for Midterm Report (3 year response)		01-1-15
Midterm Report - Self-Identified Improvement Plans resolved (3 year response for midterm report) Finalized		01-1-15
F/up Report Completed		01-15-15
Midterm Report - CLOSURE Report Completed **if applicable**		01-15-15
Midterm Report – Review of each recommendation and self-identified improvement areas discussed with teams		01-15-15
Midterm Report – Assessment of Institutional Goals conducted	??	01-16-15
Program Review - Preliminary Budget for 2015-2016, and projections for 2016-2017 and 2017-2018 developed from information within SPOL	John Lau, Carlos Fletes	01-20-15
F/up Report - CBO finalizes Preliminary 2015-2016 budget and presents to President's Cabinet	John Lau, Carlos Fletes	01-20-15
Midterm Report – Assessment of Institutional Goals Report provided to President's Cabinet	??	01-27-15
Midterm Report Writing teams formed		01-30-15
Program Review – EMPC Evaluation of processes completed	Ted Ceasar, Efrain Silvia	01-30-15
February 2015 Target Dates		

March 2015 Target Dates		
F/up Report submitted		03-10-15
April 2015 Target Dates		
May 2015 Target Dates		
Midterm Report Drafts written		05-15-15
Midterm Report - Each recommendation and self-identified improvement areas address and written draft completed		05-30-15
June 2015 Target Dates		
July 2015 Target Dates		
August 2015 Target Dates		
September 2015 Target Dates		
October 2015 Target Dates		
Midterm Report - Drafts circulated among Midterm Report team members		10-9-15
Midterm Report Final draft to each team leader		10-23-15
November 2015 Target Dates		
Midterm Report College Council approval		11-30-15
December 2015 Target Dates		
Midterm Report Executive Committee approval		12-1-15
Midterm Report Academic Senate Approval		12-2-15
Midterm Report Board Approval		12-16-15
2016	**2016**	**2016**
January 2016 Target Dates		
Midterm Report - Hard copies and Flash drive prepared and mailed		01-8-16
February 2016 Target Dates		
March 2016 Target Dates		
Midterm Report – On-site ACCJC Visit		03-01-16
April 2016 Target Dates		
May 2016 Target Dates		
June 2016 Target Dates		
July 2016 Target Dates		
August 2016 Target Dates		
September 2016 Target Dates		
October 2016 Target Dates		
November 2016 Target Dates		
December 2016 Target Dates		