



**Imperial Valley College**

**July 2013**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day- Holiday	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>Process /Activity</u>	<u>EMP Timeline (pg. 17)/ Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting</b></li> <li>• <b>College Council (CC) and Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Board schedules retreat.</li> <li>• Board Revises and/or affirms EMP, resource plans, and strategic plan.</li> <li>• Board sets goals for next fiscal year based on the recommendations in the EMP, strategic plan, environmental scan, and other pertinent data.</li> <li>• Administration previews electronic format improvements to the program review process.</li> </ul>





**Imperial Valley College**

**August 2013**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 IVC Orientation	17
18	19 Fall Classes Begin	20	21	22	23	24
25	26 CC Meeting	27	28 B&FPC Meeting	29	30	31

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• EMPC meets to plan the orientation for the 2013-2014 planning process after a review of Board goals/direction, EMPC goals and objectives for 2013-2014, and electronic and format improvements for the program review process.</li> <li>• EMPC approves final format for the program review processes.</li> <li>• EMPC outlines the 2013-2014 planning process, the program review timeline, and the formats to be utilized for the College Council, Academic Senate, programs, and departments.</li> <li>• Researcher works with EMPC to develop data.</li> </ul>





## Imperial Valley College

# September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day- Holiday	3	4 B&FPC Meeting AS Meeting	5	6	7
8	9 CC Meeting	10	11	12 Board Adopted 2013-2014 Final Budget	13	14
15	16	17	18 AS Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting	26	27	28
29	30					

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• EMPC works with administration to provide training to all staff involved in completing annual and comprehensive program review forms.</li> <li>• Business Office and IT provide budget template and guidelines to campus community for development of the Annual Program Review for the 2014-2015 budget.</li> <li>• Faculty and staff begin development of SLO program grids and program review.</li> </ul>





## Imperial Valley College

# October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 AS Meeting	3	4	5
6	7	8	9	10	11	12
13	14 CC Meeting	15	16 AS Meeting	17	18	19
20	21	22	23 B&FPC Meeting	24	25	26
27	28 CC Meeting	29	30	31		

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• Programs/departments continue development of SLO grids and program review.</li> </ul>





**Imperial Valley College**

**November 2013**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 AS Meeting	7	8	9
10	11 Veterans Day- Holiday	12	13	14 New Program Review Process Training	15	16
17	18 CC Meeting	19	20 AS Meeting B&FPC Meeting	21	22	23
24	25	26	27	28 Thanksgiving Day- Campus Closed	29 Campus Closed	30

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• Programs/departments continue development of SLO grids and program review.</li> <li>• 11/14/2013-Training will be provided regarding new program review template, data and data analysis and timeline)</li> </ul>





## Imperial Valley College December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 AS Meeting	5	6	7 Fall Term Ends
8	9	10	11	12	13	14
15	16 Winter Recess- Campus Closed	17 Winter Recess- Campus Closed	18 Winter Recess- Campus Closed	19 Winter Recess- Campus Closed	20 Winter Recess- Campus Closed	21
22	23 Winter Recess- Campus Closed	24 Winter Recess- Campus Closed	25 Winter Recess- Campus Closed	26 Winter Recess- Campus Closed	27 Winter Recess- Campus Closed	28
29	30 Winter Recess- Campus Closed	31 Winter Recess- Campus Closed				

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan) /EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• Programs/Departments submit Program Review to CBO, CIO, CSSO, and CEO.</li> </ul>





## Imperial Valley College

# January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> New Year's Day (Holiday) Winter Recess- Campus Closed	<b>2</b> Winter Recess- Campus Closed	<b>3</b> Winter Recess- Campus Closed	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> M L King Day- Holiday	<b>21</b> Spring Semester Begins	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> CC Meeting	<b>28</b>	<b>29</b> B&FPC Meeting	<b>30</b>	<b>31</b>	

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• Designated programs/departments submit printed and/or electronic Program Reviews and forward summary and complete reviews to EMPC.</li> <li>• <b>1/29/14</b>-Discuss and approve distribution of budget guidelines and instructions</li> </ul>





## Imperial Valley College

# February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> AS Meeting	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> CC Meeting	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Lincoln's B-Day-Holiday	<b>15</b>
<b>16</b>	<b>17</b> President's Day-Holiday	<b>18</b>	<b>19</b> AS Meeting	<b>20</b>	<b>21</b> Finalized Program Review due	<b>22</b>
<b>23</b>	<b>24</b> CC Meeting	<b>25</b>	<b>26</b> B&FPC Meeting	<b>27</b> Budget Instructions Emailed	<b>28</b>	

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan) /EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• CBO, CIO, CSSO review Program Reviews and forward summary and complete reviews to EMPC.</li> <li>• EMPC asks the resource plan committees to begin review of program reviews, summarize, and make recommendations of prioritization.</li> <li>• EMPC evaluates the resource plan committee reports.</li> <li>• EMPC assigns two subcommittees to evaluate existing program review processes for viability.</li> <li>• <b>2/21/14-</b> Finalized program reviews are due</li> <li>• <b>2/27/14-</b>Business Office will email budget instructions</li> </ul>





Imperial Valley College

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 AS Meeting	6	7	8
9	10 CC Meeting	11	12	13	14	15 Planning Board Retreat
16	17	18	19 AS Meeting	20	21	22
23	24 CC Meeting	25	26 B&FPC Meeting Program Review Budgets Due	27	28 B&FPC & Resource Committee Budget Prioritization List Due	29
30	31					

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• Budget and Fiscal Planning Committee re-evaluates the criteria for prioritization and updates fiscal plan based on input from program review budgets.</li> <li>• <b>March 2014- B&amp;FPC and Resource Committees</b> will prioritize resource requests and submit to President’s Cabinet for review (due 3/28/14)</li> <li>• 3/5/14-Planning Board Retreat.</li> <li>• 3/26/14- Program Review Budgets Due</li> <li>• 3/28/14- <b>B&amp;FPC and Resource Committees</b> will submit budget enhancement requests prioritization list to President’s Cabinet for review</li> </ul>





**Imperial Valley College**

**April 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b>	<b>2</b> AS Meeting	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> CC Meeting	<b>15</b>	<b>16</b> AS Meeting B&FPC Meeting- Review of 2014-2015 Budget Draft	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Spring Recess- Campus Closed	<b>22</b> Spring Recess- Campus Closed	<b>23</b> Spring Recess- Campus Closed	<b>24</b> Spring Recess- Campus Closed	<b>25</b> Spring Recess- Campus Closed	<b>26</b>
<b>27</b>	<b>28</b> CC Meeting	<b>29</b>	<b>30</b> B&FPC Meeting- Continue review of 2014-2015 Budget Draft			

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• EMPC updated and submitted to the campus community through the shared governance process. Resource plans and Strategic Plan updated through shared governance process based on EMP input.</li> <li>• Business office compiles “Draft” of 2014-2015 tentative budget.</li> <li>• EMPC meets to evaluate 2013-2014 program review processes. Assigned subcommittees submit recommendations for improvement in the process for the 2014-2015 cycle.</li> </ul>





## Imperial Valley College

# May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b> President's Cabinet- Reviews budget enhancement prioritization review	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> AS Meeting	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> CC Meeting	<b>13</b>	<b>14</b> B&FPC Meeting- Continue review of 2014-2015 Budget Draft	<b>15</b>	<b>16</b> Spring Term Ends	<b>17</b> Commencement
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> Memorial Day- Holiday	<b>27</b>	<b>28</b> B&FPC Meeting- Approve Preliminary 2014- 2015 Budget	<b>29</b>	<b>30</b>	<b>31</b>

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan) /EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>5-2-14-</b> President's Cabinet will review budget enhancement prioritization list and submit budget recommendations to B&amp;FPC</li> <li>• CBO makes available "Draft" tentative budget to the college community through shared governance process.</li> <li>• Budget and Fiscal Planning Committee submits recommendations for the tentative budget strategic planning committee and CEO through the shared governance process.</li> <li>• Strategic plan is reviewed and finalized through shared governance process.</li> <li>• EMPC meets to assess status of EMP goals and objectives from 2013-2014, to establish goals and objectives for 2014-2015, and to improve final recommendations for process improvements for the 2014-2015 cycle.</li> <li>• All committees will complete committee self-evaluation to evaluate the performance of the committee and determine effectiveness of committee.</li> <li>• <b>5/28/14-</b> B&amp;FPC will approve the preliminary 2014-2015 budget.</li> </ul>





## Imperial Valley College

# June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Summer Term Begins	17	18 Board approves 2014-2015 Tentative Budget and EMP	19	20	21
22	23	24	25	26	27	28
29	30					

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• Board of Trustees approves EMP and preliminary 2014-2015 budget.</li> </ul>





**Imperial Valley College**

**July 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Independence Day- Holiday	5
6	7	8	9	10	11	12
13	14	15	16 Board Meeting	17	18	19
20	21	22	23 Summer Term Ends	24	25	26
27	28	29	30	31		

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process (Ref. Program Review Handbook)</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council (PRC)</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date/Activity</b></li> <li>• <b>College Council (CC) and Meeting Date/Activity</b></li> </ul>	<ul style="list-style-type: none"> <li>• CBO and Business office continue to modify the 2014-2015 tentative budget.</li> <li>• Institutional Researcher is preparing data that will be distributed for program review.</li> </ul>





Imperial Valley College

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 PRC Meeting	15 Orientation	16
17	18 Fall Semester Begins	19	20 Board Meeting	21	22 B&FPC-New Member Orientation	23
24	25 Program Review Data is Distributed	26	27 B&FPC Meeting- Review 2014-2015 Final Budget	28	29	30
31						

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process (Ref. Program Review Handbook)</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council (PRC)</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>8/25/14</b>-Program review data is distributed to all individuals responsible for completing comprehensive program review.</li> <li>• <b>8/27/14</b>-B&amp;FPC will review <b>2014-2015</b> final budget, then forward it to President's Cabinet for action and other councils for information. Discuss and approve 2015-2016 budget guidelines and instructions.</li> </ul>





## Imperial Valley College

# September 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> Labor Day- Holiday	<b>2</b>	<b>3</b> AS Meeting	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Board Retreat- 2014-2015 Budget Workshop
<b>14</b>	<b>15</b> CC Meeting Special Board Meeting to approve 2014- 2015 Budget	<b>16</b>	<b>17</b> AS Meeting Board Meeting	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> B&FPC Meeting	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

### Process /Activity

- **Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting**
- **Program Review Process (Ref. Program Review Handbook)**
- **Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity**
- **Planning and Resources Council (PRC)**
- **Board Activity**
- **Academic Senate (AS) and Meeting Date**
- **College Council (CC) and Meeting Date**

### Important Planning Information

- **September 2014, 2016, 2018, 2020-Conduct Institutional Effectiveness Assessment**
- **9/2/14-** Academic Senate and College Council will commence review of committee self-evaluations for all committees that report directly to these two bodies (this will be one of the mechanisms utilized to measure institutional effectiveness).
- **9/13/14-** Board Retreat (2014-2015 Budget Workshop).
- **9/15/14-** Special Board Meeting to approve 2014-2015 budget.
- Faculty and staff begin development of SLO program grids and program review months of September and October annually.
- **9/30/14-** Academic Senate and College Council will develop a report that depicts their evaluation of the committees that report directly to them (this will be one of the mechanisms utilized to measure institutional effectiveness).





**Imperial Valley College**

**October 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> AS Meeting	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> CC Meeting	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> AS Meeting	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> Program Reviews Due to Area Leaders	<b>21</b>	<b>22</b> B&FPC Meeting Board Meeting	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> CC Meeting	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process (Ref. Program Review Handbook)</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council (PRC)</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>10/20/14-</b> Programs/Departments submit Programs Reviews to Division Deans and Area Leaders for review.</li> <li>• <b>10/30/14-</b> Resource committees submit resource requests to CBO.</li> </ul>





## Imperial Valley College

# November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b> PRC Meeting Program Reviews Due to VP's	<b>4</b>	<b>5</b> AS Meeting	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> CC Meeting	<b>11</b> Veteran's Day- Holiday	<b>12</b>	<b>13</b>	<b>14</b> Finalized Program Review budgets due	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> AS Meeting B&FPC Meeting Board Meeting	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> CC Meeting	<b>25</b>	<b>26</b>	<b>27</b> Thanksgiving Day- Campus Closed	<b>28</b> Campus Closed	<b>29</b>
<b>30</b>						

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process (Ref. Program Review Handbook)</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council (PRC)</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>November each year</b>, based on the recommendations from Curriculum Committee and the Staffing Committee, the Superintendent/President makes final decision on ranking of FT faculty and staff positions and the number of positions that can be opened.</li> <li>• <b>November each year</b>, Institutional Effectiveness assessment results are compiled and analyzed.</li> <li>• <b>11/3/14</b>-PRC will review prior year's resource allocation.</li> <li>• <b>11/3/14</b>- Division Deans submit Program Review to CBO, CIO, CSSO, and CEO.</li> <li>• <b>11/14/14</b>- Finalized program review budgets are due.</li> </ul>





## Imperial Valley College December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> PRC will hold Interactive Dialogue Meeting	<b>2</b>	<b>3</b> AS Meeting	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Fall Term Ends
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Board Meeting	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> Winter Recess- Campus Closed	<b>23</b> Winter Recess- Campus Closed	<b>24</b> Winter Recess- Campus Closed	<b>25</b> Winter Recess- Campus Closed	<b>26</b> Winter Recess- Campus Closed	<b>27</b>
<b>28</b>	<b>29</b> Winter Recess- Campus Closed	<b>30</b> Winter Recess- Campus Closed	<b>31</b> Winter Recess- Campus Closed			

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process (Ref. Program Review Handbook)</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>12/1/14- PRC will commence reviewing program review resource requests and resource committees funding requests.</b></li> </ul>





## Imperial Valley College

# January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> New Year's Day (Holiday) Winter Recess- Campus Closed	<b>2</b> Winter Recess- Campus Closed	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> Winter Session Begins	<b>7</b> AS Meeting	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> CC Meeting	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> M L King Day- Holiday	<b>20</b>	<b>21</b> AS Meeting Board Meeting	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> CC Meeting	<b>27</b>	<b>28</b> B&FPC Meeting	<b>29</b>	<b>30</b>	<b>31</b>

### Process /Activity

- **Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting**
- **Program Review Process (Ref. Program Review Handbook)**
- **Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity**
- **Planning and Resources Council (PRC)**
- **Board Activity**
- **Academic Senate (AS) and Meeting Date**
- **College Council (CC) and Meeting Date**

### Important Planning Information

- **January each year**, conduct assessment of progress on District Institutional Goals
- **January each year**, PRC will conduct technical review costs out requests and prioritize resource allocations.
- 1/28/15- B&FP reviews the 2015-2016 budget draft.





**Imperial Valley College**

**February 2015**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Winter Session Ends	7
8	9 CC Meeting	10	11	12	13 Lincoln's B-Day-Holiday	14
15	16 President's Day-Holiday	17 Spring Semester Begins	18 AS Meeting Board Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting	26	27	28

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process (Ref. Program Review Handbook)</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council (PRC)</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• February 2015, 2017, 2019 Institutional Effectiveness Report with recommendations for changes (if necessary) is due to the Superintendent/President.</li> <li>• 2/6/15-PRC will have prioritized resource requests and submit to B&amp;FPC for review.</li> <li>• 2/25/15- B&amp;FP continues to review the 2015-2016 budget draft. Review recommendations from PRC.</li> </ul>





Imperial Valley College

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 AS Meeting	5	6	7
8	9 CC Meeting	10	11	12	13	14
15	16	17	18 AS Meeting Board Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting- continue review of 2015-2016 budget draft	26	27	28
29	30	31				

Process /Activity	Important Planning Information
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>March each year</b>, complete Institutional Goals progress report.</li> <li>• <b>3/17/15</b>- The President/Superintendent meets with President's Cabinet makes final budget allocation decisions.</li> <li>• <b>3/25/15</b>- B&amp;FP continues discussing the 2015-2016 budget draft.</li> </ul>





**Imperial Valley College**

**April 2015**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> AS Meeting	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Spring Recess- Campus Closed	<b>7</b> Spring Recess- Campus Closed	<b>8</b> Spring Recess- Campus Closed	<b>9</b> Spring Recess- Campus Closed	<b>10</b> Spring Recess- Campus Closed	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> AS Meeting Board Meeting	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> B&FPC Meeting	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> CC Meeting	<b>28</b>	<b>29</b>	<b>30</b>		

<u>Process/Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>April each year</b>, draft report on district institutional is due to the Superintendent/President.</li> <li>• <b>4/15/15-</b> CBO will provide a presentation to the Board regarding 2015-2016 budget assumptions.</li> <li>• <b>4/22/15-</b> B&amp;FP continues discussing the 2015-2016 budget draft.</li> </ul>





Imperial Valley College

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 AS Meeting	7	8	9
10	11 CC Meeting	12	13	14	15	16
17	18	19	20 AS Meeting Board Meeting	21	22	23
24	25 Memorial Day- Holiday	26	27 B&FPC Meeting- Review Tentative 2015-2016 Budget	28	29	30
31						

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>May each year</b>, EMPC meets to assess status of EMP goals and objectives from 2013-2014, to establish goals and objectives for 2014-2015, and to improve final</li> <li>• <b>May each year</b>, Superintendent/President reviews final report on district institutional goals and presents to the Board for information.</li> <li>• <b>5/27/15-</b> B&amp;FP reviews and approves the 2015-2016 tentative budget.</li> </ul>





Imperial Valley College

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 AS Meeting	4	5	6
7	8	9	10	11	12 Spring Semester Ends	13
14	15	16	17 Board approves 2015-2016 Tentative Budget and EMP	18	19	20
21	22	23	24 Summer Session Begins	25	26	27
28	29	30				

Process /Activity	Important Planning Information
<ul style="list-style-type: none"> <li>• <b>Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting</b></li> <li>• <b>Program Review Process</b></li> <li>• <b>Budget and Fiscal Planning (B&amp;FP) Committee and Meeting Date/Activity</b></li> <li>• <b>Planning and Resources Council</b></li> <li>• <b>Board Activity</b></li> <li>• <b>Academic Senate (AS) and Meeting Date</b></li> <li>• <b>College Council (CC) and Meeting Date</b></li> </ul>	<ul style="list-style-type: none"> <li>• 6/17/15- Board of Trustees approves 2014-2015 Tentative Budget EMP.</li> </ul>