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		

Process /Activity	Important Planning Information
• 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 • Board Activity • Academic Senate (AS) and Meeting Date/Activity • College Council (CC) and Meeting Date/Activity	• CBO and Business office continue to modify the 2014-2015 tentative budget. • Institutional Researcher is preparing data that will be distributed for program review.

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	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						

Process /Activity	Important Planning Information
• 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 • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date	• **8/25/14-**Program review data is distributed to all individuals responsible for completing comprehensive program review. • **8/27/14-**B&FPC will review **2014-2015** 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.

Imperial Valley College

September 2014

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

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
- 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
			1 AS Meeting	2	3	4
5	6 CC Meeting	7	8	9	10	11
12	13	14	15 AS Meeting	16	17	18
19	20 Program Reviews Due to Area Leaders	21	22 B&FPC Meeting Board Meeting	23	24	25
26	27 CC Meeting	28	29	30	31	

Process /Activity	Important Planning Information
• 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 • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date	• **10/20/14-** Programs/Departments submit Programs Reviews to Division Deans and Area Leaders for review. • **10/30/14-** Resource committees submit resource requests to CBO.

Imperial Valley College

November 2014

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

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**
- **Board Activity**
- **Academic Senate (AS) and Meeting Date**
- **College Council (CC) and Meeting Date**

Important Planning Information

- **November each year,** 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.
- **November each year,** Institutional Effectiveness assessment results are compiled and analyzed.
- **11/3/14**- Division Deans submit Program Review to CBO, CIO, CSSO, and CEO.
- **11/5/14**-B&FP will review prior year's resource allocation.
- **11/14/14**- Finalized program review budgets are due.

Imperial Valley College

December 2014

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

Process /Activity	Important Planning Information
• 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 • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date	• **12/3/14-** B&FP will commence reviewing program review resource requests and resource committees funding requests.

Imperial Valley College

January 2015

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

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**
- **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,** B&FP will prioritize resource allocations for enhanced budget requests.
- **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 **B&FPC will hold interactive Dialogue Meeting**	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

Process /Activity	Important Planning Information
• **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** • **Board Activity** • **Academic Senate (AS) and Meeting Date** • **College Council (CC) and Meeting Date**	• **February 2015, 2017, 2019 Institutional Effectiveness Report with recommendations for changes (if necessary) is due to the Superintendent/President.** • **2/11/15-** B&FP will hold interactive dialogue meeting. • **2/25/15-** B&FP will have prioritized resource requests and submit to President's for review. B&FP continues to review the 2015-2016 budget draft.

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
• Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date	• **March each year**, complete Institutional Goals progress report. • **3/17/15-** The President/Superintendent meets with President's Cabinet makes final budget allocation decisions. • **3/25/15-** B&FP continues discussing the 2015-2016 budget draft.

Imperial Valley College

April 2015

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

Process/Activity	Important Planning Information
• Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date	• **April each year,** draft report on district institutional is due to the Superintendent/President. • **4/15/15-** CBO will provide a presentation to the Board regarding 2015-2016 budget assumptions. • **4/22/15-** B&FP continues discussing the 2015-2016 budget draft.

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						

Process /Activity	Important Planning Information
• Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date	• **May each year**, 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 • **May each year,** Superintendent/President reviews final report on district institutional goals and presents to the Board for information. • **5/27/15-** B&FP reviews and approves the 2015-2016 tentative budget.

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
• Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date	• **6/17/15-** Board of Trustees approves 2014-2015 Tentative Budget EMP.