SDCCE 2023/24 Annual Integrated Planning (Program Review, Strategic Planning, Resource Allocation) Timeline for 2024/25 FY

Activity	Resources	Start Date	Due Date
Review and Refine Resource Allocation model (Requests for Resources Process, Committes, Budgeting, Forms) for Fall 2023	**EPC/VPA (lead) and PRIE**	**November - August**	
Communicate Program Review early kickoff (data section hidden until available)	PRIE	Early May	
Feedback on Draft Resource Allocation model with Shared Governance Committees (Requests for Resources Process and Bugeting) for Fall 2023	**EPC, Budget Managers, President**	**Summer 2023**	
Prepare final materials for 2023/24 Program Review	PRIE	June 12	August 25
Information Session at Flex Days for VP's, Deans, Program Chairs, and all AIP Participants (attendees)	PRIE & ASO	August 31	
Final Fall 2023 Resource Allocation Model Shared at PC/EGC	**VPA**	**early September**	
Program Review and Strategic Planning Canvas Module updated as content is available	PRIE	August 31	October 7
All Units Begin Working on Program Reviews, Strategic Plans & Resource Requests		**September**	
Fall Kickoff Email Program Review & Strategic Plans - Monthly Next Steps Emails	PRIE	September - November	
Fall Kickoff Email - Request for Resources & FAQ	ASO	September/October	
Instructional Units Program Review Data Release & Administrative Units Feedback Survey Results Release	**PRIE**	**September 18**	
Integrated Planners Leading Program Review, Strategic Planning, and Requests for Resources Meet with their Teams (program chairs, classified professionals, faculty) in AIP Planning Meeting	Unit Managers (lead)	September 12	September 22
Data Coaching for Program Review Instructional Participants (VPS, deans, program chairs) (2+ data coaching sessions + on-demand one-on-one meetings)	PRIE (lead), ASO, Equity (support)	Septerrmber 26	October 8
Reminder: Request for Resources & FAQ Coaching for Resource Allocation Requests and Process	Director Admin Services & BOSS	September	October
Meetings: Discuss Program Reviews and How They Inform Strategic Plans and Requests for Resources (Review FAQ for Resource Requests)	Instructional, Student Services, and Administrative Deans/Supervisors w/ their VPs	October 9	November 10
Instructional Units Complete Draft Program Reviews (including LMI analysis forms) - Submit in Anthology & Inform Program Dean	**Program Chairs (lead); Instructional Unit Personnel**	**October 27**	
Administrative Unit Managers Receive preliminary Instructional Strategies Compilation	PRIE	October 30	
Instructional Deans Review and Finalize Program Reviews (including LMI analysis forms) - Submit in Anthology & Inform PRIE	**Instructional Deans**	**October 30**	**November 10**
Administrative Units Complete Final Administrative Review - Submit in Anthology & Inform PRIE	**Administrative Unit Personnel and Supervisors/ Deans**	**November 10**	
Present Overview of Restricted Funding Sources (SWP, CAEP, SEAP) with brief Information Document (TBD: Accompanying Video) to Budget Committee	Budget Managers	November 6	
Post Restricted Funding Source Presentation to ASO website	ASO	Nov 6	Nov 10
Submit results from LMI Analysis to the Instructional Services Office	PRIE	November 10	November 17
Submit compilation of Program Review Submissions to the Instructional Services Office	PRIE	November 10	November 17
All Units Complete Primary Updates to Strategic Plans - Submit in Anthology & Inform PRIE	**Unit Managers (Primary Lead), with Unit Personnel Collaboration**	**November 27**	
Send preliminary list of contract faculty requests to VPIS (input status) for follow-up by VPIS on missing requests	ASO	November 27	
All Units Submit Contract Faculty/Counselor Requests for Resources - Submit in Anthology & Inform ASO	**Unit Managers (Primary Lead)**	**December 1**	
Compilation of Contract Faculty Requests and Sharing with FPHC	ASO	December 4	December 5
Review Contract Faculty/Counselor Requests for Resources Prior to FPHC Meeting	Faculty Priority Hiring Committee	December 6	December 7
Provide feedback to: 1) Help Programs Strengthen their Justifications for Faculty Hires, 2) Identify Missing Elements in Requests, and 3) Review Priority Group Assigned	Faculty Priority Hiring Committee	December 7	
Modify Contract Faculty/Counselor Requests in Anthology	Requestors	December 8	December 14
All Units Submit Final Requests for Resources (each request must be related to a unit strategic objective(s)) - Submit in Anthology & Inform ASO	**Unit Managers (Primary Lead)**	**December 14**	
Distirbution of Program Review and Planning Feedback Survey	PRIE	January	
Compilation of Preliminary Resource Request Spreadsheet	ASO	January 2	January 4
ASO Shares Preliminary Resource Request Spreadsheet with Budget Managers and Executive Leadership		**January 5**	
Determine Eligible Funds for Resource Requests	ASO and Budget Managers	January 5	Feb 23
Clean Requests for Resources in Preliminary Spreadsheet	ASO	January 5	January 26
Provide Cleaned Resource Request Spreadsheet to Executive Leadership, Budget Managers, and Committee Chairs	ASO	January 29	
Budget Managers Meet with all Requesting Units to Identify Alignment with Categorical Outcomes and Strategies	Budget Managers	Janury 29	March 1
President and VPs Review Requests with Teams to Understand Priorities, Viability, Strategy and Adjustments based on Categorical Monies	VPs & President with Deans and Budget Managers	Janury 29	March 1
Committees Review and Provide Feedback to ASO to share with Management Team	ASO, Resource Committees (Tech, Safety, PD)	January 29	March 1
Projected Amount of New Allocations and Carry In (projected) by Fund Provided to Management Team	ASO	March 4	Mar 15
Requests for Resources List Shared at EGC	**ASO**	**March 13**	
EPC determines priority funded requests	EPC	Mar 18	April 16
Apply final funding sources	Director Admin Services & Budget Managers	April 17	May 8
Final Funded Resources Shared with SDCCE	**President**	**June**	
Fund Codes Shared with Units	**Director Admin Services**	**August**	
Communications sent to Managers/Programs with Requests for Action to Complete Program Fund Charters/Applications, Fund Tracking, and Accountability Report	Budget Managers	August	
Complete Fund Charters/Applications, Fund Tracking, and Accountability Report and Send to Budget Managers	Managers	August-September	
Prepare Annual Program Budgets for State Budget Submission Entries	Budget Managers (CAEP/SWP/WIOA II)	September/October	

Updated: September 2023