San Diego Continuing Education Integrated Yearly Planning Schedule

	August	September	October	November	December	January	February	March	April	May	Summer
Program Review		• Writer/Chair Trainings Held (Flex) • PR Committee reviews assessment rubric	•IEO prepare final data reports Business Office prepare final financial data program reports	•Program Review Data distributed to lead writers (chairs) • writing begins	• Program Review Submitted to PR Committee	•PR Committee conducts preliminary review	•Final Review Complete •Allocation Requests submitted to IEO	• Resource Allocation requests sent to BARC, CHO, FHP		• Deans revise program designation crosswalks	• IEO modify data report templates
BARC **(Budget and Allocation Recommendation Committee)**						•Collaborate with PR on generating request lists	•Receive requests & begin work to prioritize	•Continue prioritizing • Send list to PIE and PCab	• President takes action on list • Evaluate process	• Finalize changes • Send to PIE & PCab for Pres approval	• Update form and rubric
FHP/CHP						•Collaborate with PR on generating request lists	• Receive lists (requests) & begin work to prioritize	• Continue prioritizing • Send list to PIE and PCab	• President takes action on list • Evaluate process • Finalize changes for next year & send to PIE & PCab for President approval	• President takes action on list • Evaluate process • Finalize changes for next year & send to PIE & PCab for President approval	
Integrated Planning Evaluation											• Analysis of results and improvement to processes for

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											next cycle
Outcomes Assessment		• Training and events to assess end of cycle • Revisit ILOs	• assess end of cycle • Report on ILOs to PIE • Focus on AUOs						• First round of assessment in new cycle • Evaluate process	• First round of assessment in new cycle • Report to PIE	• Planning for next semester
Educational Master Plan and Strategic Planning		•Convocation • Review planning calendar • Plans to assess progress on EMP	• Prioritize Strategic Goals	• Goals alignment report, gap analysis			• Spring Meeting "convocation"	• Review Mission, vision, SLO's & shared governance (Year 3 of cycle)	•Assess strategic planning process & program review outcomes		

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Accountability Reports: **Accreditation** **SSSP** **Student Equity**	• IEO prepare equity data\analysis Prepare SSSP Data Analysis For upcoming academic year	• Continue self-evaluation • IEO prepare equity data\analysis Prepare SSSP Plan	• Vetting of self-evaluation • SSSP report to PCab, CCCCO • Equity report constituent review Vetting of SSSP Constituent review	• Gap analysis & resolution • Equity report constituent review Implementation of SSSP Activities	•final draft • Equity report to BOT & CCCCO		• Annual report • Post learning & achievement data to website	• Accred status rpt to DGC • Update metrics for Planning Scorecard---Use for setting goals for improvement • Equity outcomes evaluation plan Submit financial Mid- year Report for Student Equity and SSSP	• Acred status report to BOT • Complete work & post to website • Equity outcomes measurement/ analysis	• Equity outcomes measurement/analysis SSSP outcomes measurement and analysis	• Final draft of self-evaluation
AEBG											
WIOA Title II "231"	Grant Awards for coming year - including new pay points Project Director work with Current Grant Coordinator to develop	Finalize WIOA Partnerships with local One Stops Core System	New Funding Application released for following year (RFP) available from CDE		Projected Deadline for proposal next year funds				Intent to Award next year Funds Announced		Grant Notification for following year

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	program										
WIOA Youth	(July 1st Contract Execution) Professional Development FELI Funder sponsored trainings: Operations/Eligibility, Finance, and Data/Performance Training Execute Subcontracts with partners Monthly invoices are due by 6th Data collection	End of First Quarter Performance Reporting	First Cohort of Students Recruited and Enrolled (AHSP @ ECC & Chavez)		End of 2nd Quarter Performance Reporting		Second Cohort of Students Recruited and Enrolled (CTE Courses)	End of 3rd Quarter Performance Reporting		Negotiate/Year 2 Contract	End of 4th Quarter Performance Reporting – End of Year 1 Contract

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	within 3 days Monthly Reports submitted by Program Coordinator										
Perkins	Revisions to Final Report for previous year due. Revisions for next year's Application due	Current year Q1 department reports due Perkins meeting for Program Faculty and Deans		Perkins Next Year's Proposal Committee formed ; final scoring criteria determined	Current year Q2 department reports due Forms for Next Year's Perkins Proposals on line	Fall Advisory Meeting minutes and Agendas due Spring Perkins Meeting for Program Faculty & Deans	Perkins next year Proposals due to Perkins Committee	Current year Q3 department reports due Perkins Next Year's Committee to determine funding for proposals	Next Year's Awards documentation (Section IIa, IIb, and budget) finalized by each program		Current Year Q4/final department report due Spring Advisory meeting minutes and Agenda due

Acronyms & Abbreviations

- Accred: Accreditation

- AUO's: Administrative Unit Outcomes
- BARC: Budget and Allocation Recommendation Committee
- BOT: Board of Trustees
- CCCCCO: California Community College Chancellors Office
- CHP: Classified Hiring Priority Committee
- FHP: Faculty Hiring Priority Committee
- IEO: Institutional Effectiveness Committee
- ILO's: Institutional Learning Outcomes
- PCab: Presidents Cabinet
- PIE: Planning and Institutional Effectiveness Committee
- PR: Program Review Committee

Considerations for Planning:

- Learning Assessment Task Force Development prior to moving into committee?