Integrated Planning Calendar of Cañada College

Activity	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Final budget approval by BOT		President, BOT									
Develop budget parameters			District Office, President, Cabinet								
Develop action proposals regarding facilities and capital improvement requests from Annual Plan/Program Reviews									IPC, SSPC, APC		
Review action proposals from Annual Plan/Program Reviews and make recommendations for budgeting									PBC		
Review preliminary budget							PBC				
Tentative budget plan presented to BOT									President, CBO		
Tentative budget approval by BOT											President, BOT
Make overall recommendation to move forward		PBC									
Prepare staffing request forms based on annual plans		President, VPI, VPSS									
Discuss hiring process; identify criteria and President's parameters			IPC, SSPC, APC								
Write position justifications				Divisions							
Prioritize position requests					Divisions						
Presentation of position proposals							IPC, SSPC, APC, PBC				
Discussion of presentations and listing of rationale to merge one list for PBC								Joint IPC, SSPC, APC			
Final hiring recommendations								PBC, Academic Senate			
Hiring decision								President			
Hiring committees approved and positions posted								Academic and Classified Senates, Deans, HR			

KEY: Budgeting | Hiring/Staffing | Equipment | Planning | Evaluation

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Activity	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Summarize equipment requests from APPs		Technology committee, Instruction Ofc									
Prioritize equipment requests		IPC, SSPC, APC									
Final decision on equipment to purchase			Cabinet								
Purchase equipment				VPI, VPSS							
Evaluate progress on Educational Master Plan		PBC, Academic Senate									
Evaluate progress on Strategic Plan		PBC, Academic Senate									
Evaluate progress on Facilities Master Plan			PBC, District								
Evaluate progress on District Strategic Plan			PBC, District								
Evaluate progress on Distance Education Plan				Distance Ed. Committee, Academic Senate, PBC							
Evaluate progress on Technology Plan							Technology Committee, PBC				
Evaluate progress on Sustainability Plan								Sustainability Committee, Academic Senate, PBC			
Evaluate progress on Basic Skills Plan									Basic Skills Committee, Academic Senate, PBC		
Evaluate progress on Student Equity Plan										Student Equity Committee, Academic Senate, PBC	

KEY:	Budgeting		Hiring/Staffing		Equipment		Planning		Evaluation

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Activity	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Set goals for upcoming year based on Strategic Plan, ILO assessment and Dashboard	All governance groups										
Evaluation of previous year ILO assessments and Dashboard benchmarks	APC, IPC, SSPC, PBC, Academic Senate										
Distribute data packets for Annual Plan/Program Review		OPRSS, VPI, VPSS									
Develop Annual Plan/Program Review and complete PLO assessment				Divisions							
Review Annual Plan/Program Reviews and provide feedback to programs									IPC, SSPC, APC		
ILO Assessment									IPC		
Establish governance evaluation instrument								PBC			
Evaluation of governance									IPC, SSPC, APC, Senates		
Review governance evaluation and determine actions										PBC	

KEY: Budgeting   Hiring/Staffing   Equipment   Planning   Evaluation

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