Timeline for 2019-20AY Program Planning and Assessment (PPA)
Summary of Annual Integrated Planning Process with
Approval of PPA Budget Requests for Fiscal Year (FY) 2020-21

SEPTEMBER 2019

Faculty: Academic disciplines will meet with a PPA/SLO representative to review the accuracy (SLO’s mapped to the correct PLO’s) and completeness (SLO’s are mapping to all PLO’s) of their mapping of SLO’s to PLO’s and Core Competencies. **Complete by September 30, 2019**

Deans/Department Heads: Areas will review/revise their SAO’s.

The Governing Board: Approves the 2019-20FY budget, based on requests from the previous (2018-19AY) PPA cycle.

The Superintendent/President: Provides the list of approved budget requests from the previous (2018-19AY) PPA cycle.

- **Note:** PPA documents may be re-submitted – per VP’s advance instructions on timing of re-submission – with updated budget requests for the 2019-20FY and re-prioritization of requests, if justification for such modifications is adequately provided. However, VPs should ensure that any prior one-time requests from the previous 2017-18 PPA cycle, and those that were approved through other funding sources are removed from the current (2019-20) budget.

- **The VPAA and VPSA** may provide recommendations for new Full Time Faculty (FTF) positions to the FTF Hiring Committee at this time.

OCTOBER 2019

Faculty: PLO Assessment - Academic disciplines will meet with a PPA/SLO representative and answer questions about their PLO’s. PLO and SLO data will be presented at the meeting by the PPA/SLO representative. The responses will be entered into Elumen. **Complete by October 31, 2019**

Deans/Department Heads: Areas will review/revise their SAO’s from the spring cycle.

NOVEMBER 2019

Faculty: Academic Disciplines will enter all planning activities and **PLO budget requests** for the 2020-21 cycle in eLumen. This process replaces what has been done in Excel in the past. **Complete by November 29, 2019**

Deans/Department Heads: Areas will enter any planning activities and **SAO budget requests** for the 2020-21 cycle into a Budget Request Spreadsheet (Excel).

The College Planning Council (CPC): Reviews recommendations for any FTF positions forwarded from the FTF Hiring Committee from the previous (2018-19AY cycle), and submits prioritized recommendations on these positions to the Superintendent/President.

DECEMBER 2019 / JANUARY 2020

Deans/Department Heads: Areas will prioritize all budget requests. VPs will coordinate and prioritize budget requests with deans and department heads. They will submit list of prioritized requests for specific budget categories to the VPAS, and summarize division requests for the 2020-21 budgeting cycle. The VPAS will assemble prioritized requests across all divisions. The VPs will submit budget request spreadsheets to IPRE Office. **Due by the end of January.**
**Timeline for 2019-20AY Program Planning and Assessment (PPA)**

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**JANUARY 2020**

**IPRE office:** Present the SAO template, survey and the Non-Instructional PPA report at Dean’s & Director’s Meeting and Executive Cabinet for the 2019-20AY PPA cycle, and then coordinate PLO outcomes and timeline at the 2020SP Flex-Day (Student Success Conference)

**VPs:** Lead and provide oversight for all areas within their division, through which new budget requests and budget requests for any major augmentations and/or ongoing needs are incorporated into the planning and budgeting process via the budget build and reallocation for the 2021-22FY. 
Present results to CPC in February.

**Faculty:** Review the Fall activities and determine any changes that need to be made to their SLOs, PLOs, curriculum and/or awards (degree and certificates).

**FEBRUARY 2020**

**Faculty** Disciplines that are **not proposing ANY changes to their SLOs, PLOs, curriculum or awards** will confirm mapping of SLOs to PLOs with a member of the O&A committee.  **Completed in eLumen.**  **Due by February 28.**

**Faculty** Disciplines that **ARE proposing changes to their SLOs, PLOs, curriculum or awards** will work on the details so they can go through the curriculum committee’s processes (through May 2020).

**Deans/Department Heads:** Coordinate with assigned faculty and staff on the PPA process review the reports (annual/comprehensive reviews and action plans) and provide input and oversight to ensure that all 2019-20AY reports are completed by the end of April.
- Complete the top row of the SAO template (e.g., Definitions, Tools, Procedures & Criteria, Strategic Goal/s AND Explain the Impact on Strategic Goals).  **Due by February 28, 2020.**

**The CPC:** Reviews PPA requests forwarded from lower level councils, and submits budget recommendations to the Superintendent/President.

**MARCH 2020**

**Faculty:** Disciplines will create an assessment calendar for all their courses for the next 3 years. The frequency of these evaluations will be determined during the Flex Day activities.
- **Note:** If a discipline is making any changes to their awards, the assessment of required major courses should be conducted in the last 2 years of the assessment calendar.  **Completed in eLumen.**  **Due by March 30, 2020.**

**APRIL / MAY 2020**

**Faculty:** Disciplines will complete a Program Action Plan in eLumen.  **Due by May 8, 2020.**
- Any/all changes that are proposed to SLOs, PLOs, curriculum and/or awards MUST be turned into the curriculum committee (enacted in 2021-22AY).  **Due by May 22, 2020.**

**Deans/Department Heads:** Complete ALL elements at the top of SAO template.  **Due by May 22, 2020.**

**The Superintendent/President:** Reviews and approves, in whole or in part, recommendations from the CPC for inclusion in draft Tentative Budget for FY 2020-21. The CBO and Controller prepare draft Tentative Budget for FY 2020-21.
**Timeline for 2019-20AY Program Planning and Assessment (PPA)**

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**JUNE / JULY 2020**

**Deans/Department Heads:** Complete the Non-Instructional PPA Report AND the SAO Summary Form 2019-20 Template **Due by June 15, 2020.**

**VPs:** Review the completed PPA reports, and submit to the Office of Institutional Planning and Effectiveness by **the first week of July.**