



Imperial Valley College

July 2013

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	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>Process /Activity</u>	<u>EMP Timeline (pg. 17)/ Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting • Board Activity • Academic Senate (AS) and Meeting • College Council (CC) and Meeting 	<ul style="list-style-type: none"> • Board schedules retreat. • Board Revises and/or affirms EMP, resource plans, and strategic plan. • Board sets goals for next fiscal year based on the recommendations in the EMP, strategic plan, environmental scan, and other pertinent data. • Administration previews electronic format improvements to the program review process.



Imperial Valley College

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 IVC Orientation	17
18	19 Fall Classes Begin	20	21	22	23	24
25	26 CC Meeting	27	28 B&FPC Meeting	29	30	31

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • EMPC meets to plan the orientation for the 2013-2014 planning process after a review of Board goals/direction, EMPC goals and objectives for 2013-2014, and electronic and format improvements for the program review process. • EMPC approves final format for the program review processes. • EMPC outlines the 2013-2014 planning process, the program review timeline, and the formats to be utilized for the College Council, Academic Senate, programs, and departments. • Researcher works with EMPC to develop data.



Imperial Valley College September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day- Holiday	3	4 B&FPC Meeting AS Meeting	5	6	7
8	9 CC Meeting	10	11	12 Board Adopted 2013-2014 Final Budget	13	14
15	16	17	18 AS Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting	26	27	28
29	30					

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • EMPC works with administration to provide training to all staff involved in completing annual and comprehensive program review forms. • Business Office and IT provide budget template and guidelines to campus community for development of the Annual Program Review for the 2014-2015 budget. • Faculty and staff begin development of SLO program grids and program review.



Imperial Valley College

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 AS Meeting	3	4	5
6	7	8	9	10	11	12
13	14 CC Meeting	15	16 AS Meeting	17	18	19
20	21	22	23 B&FPC Meeting	24	25	26
27	28 CC Meeting	29	30	31		

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting • Board Activity • Academic Senate (AS) and Meeting • College Council (CC) and Meeting 	<ul style="list-style-type: none"> • Programs/departments continue development of SLO grids and program review.



Imperial Valley College

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 AS Meeting	7	8	9
10	11 Veterans Day- Holiday	12	13	14 New Program Review Process Training	15	16
17	18 CC Meeting	19	20 AS Meeting B&FPC Meeting	21	22	23
24	25	26	27	28 Thanksgiving Day- Campus Closed	29 Campus Closed	30

<u>Process /Activity</u>	<u>EMP Timeline (pg.17)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Programs/departments continue development of SLO grids and program review. • 11/14/2013-Training will be provided regarding new program review template, data and data analysis and timeline)



Imperial Valley College

December 2013

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

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Programs/Departments submit Program Review to CBO, CIO, CSSO, and CEO.



Imperial Valley College

January 2014

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

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Designated programs/departments submit printed and/or electronic Program Reviews and forward summary and complete reviews to EMPC. • 1/29/14-Discuss and approve distribution of budget guidelines and instructions



Imperial Valley College

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 AS Meeting	6	7	8
9	10 CC Meeting	11	12	13	14 Lincoln's B-Day- Holiday	15
16	17 President's Day- Holiday	18	19 AS Meeting	20	21 Finalized Program Review due	22
23	24 CC Meeting	25	26 B&FPC Meeting	27 Budget Instructions Emailed	28	

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • CBO, CIO, CSSO review Program Reviews and forward summary and complete reviews to EMPC. • EMPC asks the resource plan committees to begin review of program reviews, summarize, and make recommendations of prioritization. • EMPC evaluates the resource plan committee reports. • EMPC assigns two subcommittees to evaluate existing program review processes for viability. • 2/21/14- Finalized program reviews are due • 2/27/14-Business Office will email budget instructions



Imperial Valley College

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 AS Meeting	6	7	8
9	10 CC Meeting	11	12	13	14	15 Planning Board Retreat
16	17	18	19 AS Meeting	20	21	22
23	24 CC Meeting	25	26 B&FPC Meeting Program Review Budgets Due	27	28 B&FPC & Resource Committee Budget Prioritization List Due	29
30	31					

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Budget and Fiscal Planning Committee re-evaluates the criteria for prioritization and updates fiscal plan based on input from program review budgets. • March 2014- B&FPC and Resource Committees will prioritize resource requests and submit to President’s Cabinet for review (due 3/28/14) • 3/5/14-Planning Board Retreat. • 3/26/14- Program Review Budgets Due • 3/28/14- B&FPC and Resource Committees will submit budget enhancement requests prioritization list to President’s Cabinet for review



Imperial Valley College

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 AS Meeting	3	4	5
6	7	8	9	10	11	12
13	14 CC Meeting	15	16 AS Meeting B&FPC Meeting- Review of 2014-2015 Budget Draft	17	18	19
20	21 Spring Recess- Campus Closed	22 Spring Recess- Campus Closed	23 Spring Recess- Campus Closed	24 Spring Recess- Campus Closed	25 Spring Recess- Campus Closed	26
27	28 CC Meeting	29	30 B&FPC Meeting- Continue review of 2014-2015 Budget Draft			

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • EMPC updated and submitted to the campus community through the shared governance process. Resource plans and Strategic Plan updated through shared governance process based on EMP input. • Business office compiles “Draft” of 2014-2015 tentative budget. • EMPC meets to evaluate 2013-2014 program review processes. Assigned subcommittees submit recommendations for improvement in the process for the 2014-2015 cycle.



Imperial Valley College

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 President's Cabinet- Reviews budget enhancement prioritization review	3
4	5	6	7 AS Meeting	8	9	10
11	12 CC Meeting	13	14 B&FPC Meeting- Continue review of 2014-2015 Budget Draft	15	16 Spring Term Ends	17 Commencement
18	19	20	21	22	23	24
25	26 Memorial Day- Holiday	27	28 B&FPC Meeting- Approve Preliminary 2014- 2015 Budget	29	30	31

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 5-2-14- President's Cabinet will review budget enhancement prioritization list and submit budget recommendations to B&FPC • CBO makes available "Draft" tentative budget to the college community through shared governance process. • Budget and Fiscal Planning Committee submits recommendations for the tentative budget strategic planning committee and CEO through the shared governance process. • Strategic plan is reviewed and finalized through shared governance process. • 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 recommendations for process improvements for the 2014-2015 cycle. • All committees will complete committee self-evaluation to evaluate the performance of the committee and determine effectiveness of committee. • 5/28/14- B&FPC will approve the preliminary 2014-2015 budget.



Imperial Valley College

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Summer Term Begins	17	18 Board approves 2014-2015 Tentative Budget and EMP	19	20	21
22	23	24	25	26	27	28
29	30					

<u>Process /Activity</u>	<u>EMP Timeline (pg.18)/Important Information</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Board of Trustees approves EMP and preliminary 2014-2015 budget.