PLANNING PROCESSES AND IMPLEMENTATION TIMELINE: 2011-2012

The annual Planning Processes and Implementation Timeline calendar ensures completion of a full cycle of planning and broad-based evaluation. It includes 11 major planning processes that occur throughout the fiscal year. A list of the 11 major planning processes appears in the first row of Table 7 below.

Table 7 BAKERSFIELD COLLEGE PLANNING PROCESSES AND IMPLEMENTATION TIMELINE 2011-2012

MAJOR PLANNING PROCESSES	1) Annual College Goal Development Process 2) Annual Program Review Process 3) Budget Development Process 4) Catalogue Development Process 5) Class Schedule Development Process 6) Educational Master Plan Update 7) Enrollment Management Plan 8) Institutional Self Evaluation Process 9) Position Requests Prioritization Process for Faculty and Classified Staff 10) Recruitment of Faculty Governance Positions 11) Student Learning Outcomes Plan Implementation Process
JULY	• Budget Development Process for FY12 begins • Class Schedule Development: begin building spring 2012 Class Schedule
AUGUST	• Annual Program Review: training for department chairs and administrators • Institutional Self Evaluation: staff development training in using SharePoint and conducting focus groups for accreditation • Major Planning Processes: training and orientation for new chairs, faculty, and adjunct faculty
SEPTEMBER	• Annual Program Review: follow-up training for department chairs and administrators – includes ODS training • Annual Program Review: 5-Year trend data from Institutional Research & Planning to instructional units (week of 9/19) • Budget Development: Banner Roundtable training for deans and directors; build labor spreadsheets for each department; train new chairs
OCTOBER	• Annual Program Review: instructional chairs submit APR to deans (week of 10/3); finalize by Columbus Day (10/10) • Annual Program Review: data from Institutional Research & Planning to non-instructional units (week of 10/3) • Annual Program Review: non-instructional directors submit APR to supervisor by Halloween • Enrollment Management Plan implementation • Position Requests Prioritization Process: identify new positions for FY 13; faculty requests go to FCDC for approval; hiring recommendations due to president*
NOVEMBER	• Annual Program Review: non-instructional APR due by Veterans Day (11/11) • Budget Development: verify state allocations for RP funds, e.g., DSPS, CARE, TANF, CALWORKS; prepare and distribute non-labor worksheets • Catalogue Development: changes to first four sections due from administrators (11/1) Class Schedule spring 2012 available to students November 1

PLANNING PROCESSES AND IMPLEMENTATION TIMELINE: 2011-2012

DECEMBER	• Budget Development: Banner Roundtable training for assistants to deans and directors; calculate rollover dollars for RP funds (e.g., FireTech, Nursing, Foster Care) • Educational Master Plan: finalize update and post to web • Position Requests Prioritization Process: President decides when faculty position announcements go out to public*
JANUARY	• Budget Development: VP review of proposed budget goals; review all permanent labor positions for FOAPAL distribution
FEBRUARY	• Budget Development: finalize permanent labor costs; Banner Roundtable training for deans and directors on budget maintenance and org changes • Catalogue Development: changes to instructor credential information due from faculty • Class Schedule Development: begin building summer 2012 / fall 2012 Class Schedules • Recruitment of Faculty Leadership in Governance: Academic Senate election process begins for department chairs, Senate reps & officers • Position Requests Prioritization Process: faculty screening committees begin interviewing new faculty candidates*
MARCH	• Annual Goal Development: develop college goals for AY 2012-13 • Budget Development: Estimate total college revenue (allocation plus local revenue); determine adjunct/overload costs; individual department "Org" worksheets due • Catalogue Development: changes to programs of study due from chairs; last Curriculum Committee meeting to approve changes for next catalogue • Class Schedule Development: summer 2012 / fall 2012 Class Schedules available to students in late March • Recruitment of Faculty Governance Positions: BC committees for 2012-13; co-chairs whose terms are expiring for APR, Assessment, Curriculum, ISIT, Staff Development, and Staff Diversity • Nominations open for faculty awards: Shirley Trembley Distinguished Teaching Award; Margaret Levinson College Leadership Award
APRIL	• Board of Trustees Annual Goals distributed • Budget Development: consolidate expenditure requests; determine status of requests to revenue; Budget Group reviews proposed budgets • Institutional Self Evaluation: evaluations of major planning processes to College Council for review; make appropriate revisions • Program Level Assessment Plans and Results due • Position Requests Prioritization Process: faculty hiring process complete for 2012-13 • Student Learning Outcomes: departments conduct course SLO assessment compilation
MAY	• Budget Group: submit balanced budget to College Council • Institutional Self Evaluation: results of evaluations of major planning processes communicated to college community • Student Learning Outcomes: feedback from Assessment Committee on program level SLO evaluation results due
JUNE	• ACCJC Report with Assessment Plan information due to Commission June 30 • Budget Development: tentative budget presentation to Board of Trustees • Student Learning Outcomes: complete and compile program and institutional level SLOs Assessments

 * Budget related tasks pending state allocations.