Santa Ana College Month-by-Month Planning Calendar
Proposed June 2007

Planning Activity	July	August	September	October	November	December
District*		Submit final budget to Board of Trustees	Adopted Budget 9/15			
College	Implement/Allocate funds for *Strategic Plan* over year			Faculty Priorities Committee** by 10/10	Staff and administrative personnel requests	Faculty Position announcements
Department		Begin *Department Planning Portfolio* assessment by reviewing goals and initiate new goals for *Department Planning Portfolio* (e.g., faculty development activities, funding needs, research requests, curriculum work, SLO assessment techniques)	Replacement and new faculty requests	Curriculum work due to C&I Council (CSU and IGETC deadlines vary)	Check-off on status/progress of *Department Planning Portfolios*	*Department Planning Portfolios* due to deans (2007-08 only)
Resource Allocation	Allocate funds for *Department Planning Portfolio* goals over year					

Planning Activity	Jan	Feb	March	April	May	June
District*						Tentative Budget
College		IE&A check progress towards *Strategic Plan* implementation—revise as needed	*Program Review* Admin. Services, Student Services, President's Cabinet 3/30. Budget Planning	Retiree list: College submits to district to request budget		
Department	*Department Common Day* to evaluate progress on work and assessment activities	Preliminary *Department Planning Portfolios* w/ goals & resource/budget requests for next year due for dean's review	Deans & department chairs meet to discuss projects which are not self-supporting for possible budget augmentation requests through college budget	Managers submit *Summary Report* of *Department Planning Portfolios* submitted to appropriate VP and IE&A by 4/15.	End-of-year Report/Division progress forwarded to the appropriate Vice President (May-August)	

			process Complete Annual *Portfolio Assessment/Program Review* for scheduled departments; to IE&A by 3/15	Division Curriculum Committees review *Portfolio Assessment/Program Review* of designated departments by 4/30.	IE&A Committee receives *Portfolio Assessment/Program Review* lists from Division Curriculum Committees by 5/15.	
Resource Allocation			Dept. resource/budget requests compiled & approved	Office of Academic Affairs evaluates division resource requests		

* District resource timelines should be included and be in alignment

**BAPR & Faculty Priorities should refer to the department portfolios

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1/23/2008