

Sonoma County Junior College District - Santa Rosa Junior College
 Institutional Planning Council and Program and Resource Planning Process (PRPP)

**Planning Calendar
 2014/15**

Fall, 2014

Month	PRPP Planning Activity	IPC 2 nd Monday	IPC 4 th Monday
July and August 2014	<ul style="list-style-type: none"> • Component Administrators review PRPP documents and prepare component-level prioritizations for 2014-15 resource requests 	IPC does not meet	
September, 2014	<ul style="list-style-type: none"> • Continue to refine template and PRPP processes as appropriate. • Component PRPP Priorities for 2014-15 are posted on the SRJC Planning website 	<ul style="list-style-type: none"> • Role of IPC • Orientation and review of planning process • Review and Update 2014-15 IPC/PRPP Planning Calendar • Review of 2013-14 Component Year-End Reports of Progress and Accomplishments • Begin review of 2014-15 Component PRPP Prioritizations (Budget Requests, Non-Faculty Staffing, Non-Instructional Equipment and Technology) <p style="text-align: center;">September 8, 2014</p>	<ul style="list-style-type: none"> • Review findings from the SRJC Institutional Effectiveness Assessment Report (July 2014) • Review Strategic Plan Scorecard/Core Indicators and Implementation Plan • Complete review of 2014-15 Component PRPP Prioritizations (Budget Requests, Non-Faculty Staffing, Non-Instructional Equipment and Technology) • Begin review of 2014-15 Component Goals <p style="text-align: center;">September 22, 2014</p>
October, 2014	<ul style="list-style-type: none"> • Continue to refine template and PRPP processes as appropriate. 	<ul style="list-style-type: none"> • Complete review of 2014-15 Component Goals • Review of 2014-15 Cross-Component Goals • Begin process of setting institutional targets/timelines for Strategic Plan Goal Core Indicators (SRJC Scorecard) <p style="text-align: center;">October 13, 2014</p>	<ul style="list-style-type: none"> • Complete process of setting institutional targets/timelines for Strategic Plan Goal Core Indicators (SRJC Scorecard) • Review 2014-15 Component Instructional Equipment prioritizations and process • Review 2014-15 College Initiatives Status Update [Final Report] • Review Facilities Operations 2014-15 PRPP Merged Facilities Requests <p style="text-align: center;">October 27, 2014</p>

DRAFT 6/29/14; REV. DRAFT 9/2/14; APPROVED 9/22/14; UPDATED 2/9/15

Month	PRPP Planning Activity	IPC 2 nd Monday	IPC 4 th Monday
November, 2014	<ul style="list-style-type: none"> • All components update lists of editors and approvers for spring 2015 PRPP cycle • Program/units request any changes to the program/unit configuration (requires approval of Supervising Administrator and Vice President) • Roll 2014 PRPPs forward to 2015 • 2014 PRPP Update from IPC and BAC co-chairs to college community (early November) 	<ul style="list-style-type: none"> • Review Final Draft of Accreditation Self Evaluation • Review and approve PRPP Update message for 2015 cycle • Review 2015/16 Planning and Budget Framework • Report from the PRPP Coordinating Committee regarding PRPP evaluation recommendations and plans for 2015 PRPP cycle • PRPP Demonstration <p>November 17, 2014</p>	<ul style="list-style-type: none"> • Review and approve PRPP Launch message for 2015 cycle • Review SCJCD Institutional Planning and Accreditation Cycle and ACCJC Rubrics for Evaluating Institutional Effectiveness • Spring College-wide Planning Summit Preparations <p>November 24, 2014</p>
December, 2014	<ul style="list-style-type: none"> • PRPP Launch email from IPC and BAC co-chairs to kickoff 2015 PRPP cycle (early December) • Early bird training for new managers/chairs and other interested staff • End of fall semester student data available for analysis • All units may begin working on PRPP for 2015-16 	<ul style="list-style-type: none"> • CTE Outcomes Survey Findings • Update on Strategic Master Plan for Technology – 2012 and Beyond/ITG – Scott Conrad and Will Baty <p>December 8, 2014</p>	<p>IPC does not meet</p>

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Spring, 2015

January, 2015	<ul style="list-style-type: none"> • Second round of training (late January) for new users and reviews for ongoing users as needed • All units working on PRPP for 2015-16 	IPC does not meet	<ul style="list-style-type: none"> • Review preliminary ITG priorities – Scott Conrad/Will Baty • Receive budget update from BAC after Governor’s Budget is announced • Begin to review District-wide institutional plans (see footnote) to affirm alignment with Vision, Mission Statement and Strategic Plan Goals • Affirm district-wide planning is integrated and coordinated <p style="text-align: right;">January 26, 2015</p>
February, 2015	<ul style="list-style-type: none"> • Continue trainings as needed • “Core Data” posted on the web for all units • “Academic” data posted for all Academic units • FT/PT ratios, faculty within retirement range, and curriculum currency posted • Any additional data provided by VPs to their components • All units working on PRPP for 2015-16 	<ul style="list-style-type: none"> • Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals <p style="text-align: right;">February 9, 2015</p>	<ul style="list-style-type: none"> • Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals • 5-Year Scheduled Maintenance Plan (Tony Ichsan) <p style="text-align: right;">February 23, 2015</p>
March, 2015	<ul style="list-style-type: none"> • All units working on PRPP for 2015-16 	<ul style="list-style-type: none"> • Budget update • Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals <p style="text-align: right;">March 9, 2015</p>	<ul style="list-style-type: none"> • Budget update • Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals <p style="text-align: right;">March 23, 2015</p>

Month	PRPP Planning Activity	IPC 2 nd Monday	IPC 4 th Monday
April, 2015	<ul style="list-style-type: none"> • PRPP documents completed for all programs/units on or before Monday, April 15th • Dialogue between supervisors and programs/units 	<ul style="list-style-type: none"> • CTE/CTEA Update – Jerry Miller • Budget update • Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals <p>April 13, 2015</p>	<ul style="list-style-type: none"> • Budget update • Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals • Distance Education Plan – Will Baty • Emergency and Disaster Preparedness Planning – Tony Ichsan <p>April 27, 2015</p>
May, 2015	<ul style="list-style-type: none"> • Academic Affairs clusters, Student Services, and Petaluma Campus prioritize requests for faculty, non-faculty staffing, instructional equipment, non-instructional equipment and technology, and budget requests • All other component areas engage in dialogue with their units and prioritize requests for non-faculty staffing, non-instructional equipment and technology, and budget requests • Survey editors and approvers • Supervising Administrators/Managers approve program/unit level 2015 PRPP reports on or before May 31st 	<ul style="list-style-type: none"> • Receive budget update from BAC • Facilities Master Plan/5-Year Capital Outlay Plan – Tony Ichsan • Sustainability Initiative Update – Tony Ichsan • ITG Priorities – Scott Conrad/Will Baty <p>May 11, 2015</p>	<p>IPC does not meet</p>

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June, 2015	<ul style="list-style-type: none"> Academic Affairs and all other Component areas schedule retreats for prioritization 	IPC does not meet	
July, 2015	<ul style="list-style-type: none"> Component Administrators review PRPP documents, draft and discuss component-level prioritizations for 2015-16 (instructional equipment, budget, non-faculty staffing, non-instructional equipment and technology, and facilities) 	IPC does not meet	
August, 2015	<ul style="list-style-type: none"> Component Administrators Retreat 	IPC does not meet	

- District-wide institutional plans to be reviewed by IPC include, but are not limited to:
 - Institutional Effectiveness Assessment Report
 - SRJC Strategic Plan/Scorecard
 - Equal Employment Opportunities Plan
 - Student Success and Support Plan
 - Student Equity Plan
 - Facilities Master Plan
 - Technology Master Plan
 - HR Master Plan
 - HSI Title IV Implementation Plan
 - Emergency and Disaster Preparedness Plan
 - Annual Budget Plan
 - ARCC 2.0/Student Success Scorecard
 - Distance Education Plan
 - CTE/Perkins Plan
 - Strategic Enrollment Management Plan
 - AB86 Adult Education Plan