

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

**Planning Calendar**

**2015/16**

**Fall, 2015**

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
July and August 2015	<ul style="list-style-type: none"> <li>Cabinet administrators review PRPP documents and prepare component-level prioritizations for 2015-16 resource requests</li> </ul>	IPC does not meet	
September, 2015	<ul style="list-style-type: none"> <li>Continue to refine template and PRPP processes as appropriate.</li> <li>Component PRPP Priorities for 2015-16 are posted on the SRJC Institutional Planning website</li> </ul>	<ul style="list-style-type: none"> <li>Role of IPC</li> <li>Orientation and review of planning process</li> <li>Review and Update 2015-16 IPC/PRPP Planning Calendar</li> <li>Review of 2014-15 Funding Outcomes</li> <li>Review of 2014-15 Cabinet and Cross-Component Year-End Reports of Progress and Accomplishments (PRPP 6.1)</li> </ul> <p style="text-align: center; color: red;">September 14, 2015</p>	<ul style="list-style-type: none"> <li>Review of 2015-16 Cabinet PRPP Priorities (Budget Requests, Non-Faculty Staffing, Non-Instructional Equipment and Technology)</li> <li>Review of 2015-16 Cabinet Annual Goals (PRPP 6.3a)</li> <li>Discuss process to review outcomes and institutional targets/timelines for Strategic Plan Goal Core Indicators (SRJC Scorecard)</li> </ul> <p style="text-align: center; color: red;">September 28, 2015</p>
October, 2015	<ul style="list-style-type: none"> <li>Continue to refine template and PRPP processes as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss process for developing Strategic Plan Mid-Term Report of Accomplishments</li> <li>Align SP Scorecard Core Indicators with CCCCCO Institutional Effectiveness Indicators</li> <li>Report on Facilities Master Planning process (Leigh Sata)</li> <li>Begin review of outcomes and institutional targets/timelines for Strategic Plan Goal Core Indicators</li> </ul> <p style="text-align: center; color: red;">October 12, 2015</p>	<ul style="list-style-type: none"> <li>Continue review of outcomes and institutional targets/timelines for Strategic Plan Goal Core Indicators</li> <li>Review 2015-16 Academic Affairs/Student Services/Petaluma Instructional Equipment (PRPP 2.4c) priorities and process</li> <li>Review Minor Facilities Requests (PRPP 2.5a) priorities</li> <li>Review Strategic Plan Scorecard/Core Indicators and Implementation Plan</li> </ul> <p style="text-align: center; color: red;">October 26, 2015</p>

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
November, 2015	<ul style="list-style-type: none"> <li>• All components update lists of editors and approvers for spring 2016 PRPP cycle</li> <li>• Program/units request any changes to the program/unit configuration (requires approval of Supervising Administrator and Vice President)</li> <li>• Roll 2015 PRPPs forward to 2016</li> <li>• 2015 PRPP Update from IPC and BAC co-chairs to college community (early November)</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approve PRPP Update message for 2016 cycle</li> <li>• Review 2016-17 Planning and Budget Framework</li> <li>• Report from the PRPP Coordinating Committee regarding PRPP recommendations for 2016 PRPP cycle</li> <li>• PRPP Demonstration</li> <li>• Continue review of outcomes and institutional targets/timelines for Strategic Plan Goal Core Indicators</li> </ul> <p data-bbox="821 613 1045 643">November 9, 2015</p>	<ul style="list-style-type: none"> <li>• Review and approve PRPP Launch message for 2016 cycle</li> <li>• Spring College-wide Planning Summit Preparations</li> <li>• Continue review of outcomes and institutional targets/timelines for Strategic Plan Goal Core Indicators</li> </ul> <p data-bbox="1371 613 1608 643">November 23, 2015</p>
December, 2015	<ul style="list-style-type: none"> <li>• PRPP Launch email from IPC and BAC co-chairs to kick off 2016 PRPP cycle (early December)</li> <li>• Early bird training as requested for new managers/chairs and other interested staff</li> <li>• End of fall semester student data available for analysis</li> <li>• All units may begin working on PRPP for 2016-17</li> </ul>	<ul style="list-style-type: none"> <li>• CTE Outcomes Survey Findings</li> <li>• Update on Strategic Master Plan for Technology – 2015 and Beyond/ITG (Scott Conrad/Alicia Virtue)</li> <li>• Complete review of outcomes and institutional targets/timelines for Strategic Plan Goal Core Indicators</li> </ul> <p data-bbox="821 935 1058 964">December 14, 2015</p>	<p data-bbox="1528 808 1751 837">IPC does not meet</p>

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**Spring, 2016**

January, 2016	<ul style="list-style-type: none"> <li>• Training for new users and refreshers for ongoing users as needed (late January)</li> <li>• All units working on PRPP for 2016-17</li> </ul>	IPC does not meet	<ul style="list-style-type: none"> <li>• Review preliminary ITG priorities (Scott Conrad/Alicia Virtue)</li> <li>• Receive budget update from BAC after Governor's Budget is announced</li> <li>• Begin to review district-wide institutional plans (see footnote) to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> <li>• Affirm district-wide planning is integrated and coordinated</li> </ul> <p align="right">January 25, 2016</p>
February, 2016	<ul style="list-style-type: none"> <li>• Continue trainings as needed</li> <li>• Core Data posted on the web for all units</li> <li>• Academic data posted for all academic units</li> <li>• FT/PT ratios, faculty within retirement range, and curriculum currency posted</li> <li>• Any additional data provided by VPs to their components</li> <li>• All units working on PRPP for 2016-17</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> </ul> <p align="right">February 8, 2016</p>	<ul style="list-style-type: none"> <li>• Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> <li>• 5-Year Scheduled Maintenance Plan (Tony Ichsan)</li> <li>• ACCJC 2016 Annual Report Institution Set Standards</li> </ul> <p align="right">February 22, 2016</p>
March, 2016	<ul style="list-style-type: none"> <li>• All units working on PRPP for 2016-17</li> </ul>	<ul style="list-style-type: none"> <li>• Budget update</li> <li>• Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> <li>• Complete Institution Set Standards for ACCJC 2016 Annual Report</li> </ul> <p align="right">March 14, 2016</p>	<ul style="list-style-type: none"> <li>• Budget update</li> <li>• Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> <li>• 2016 ARCC 2.0 Scorecard report</li> </ul> <p align="right">March 28, 2016</p>

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
April, 2016	<ul style="list-style-type: none"> <li>• PRPP documents completed for all programs/units on or before April 15<sup>th</sup></li> <li>• Dialogue between supervisors and programs/units</li> </ul>	<ul style="list-style-type: none"> <li>• CTE/CTEA Update – Jerry Miller</li> <li>• Budget update</li> <li>• Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> </ul> <p>April 11, 2016</p>	<ul style="list-style-type: none"> <li>• Budget update</li> <li>• Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> <li>• Distance Education Plan (Lisa Beach)</li> <li>• Emergency and Disaster Preparedness Planning (Doug Kuula/Tony Ichsan)</li> </ul> <p>April 25, 2016</p>
May, 2016	<ul style="list-style-type: none"> <li>• Academic Affairs clusters, Student Services, and Petaluma prioritize requests for faculty, non-faculty staffing, instructional equipment, non-instructional equipment and technology, minor facilities, and budget requests</li> <li>• All other component areas engage in dialogue with their units and prioritize requests for non-faculty staffing, non-instructional equipment and technology, minor facilities and budget requests</li> <li>• Supervising administrators/ managers approve program/unit level 2016 PRPP reports on or before May 31<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Receive budget update from BAC</li> <li>• Facilities Master Plan (Leigh Sata)</li> <li>• Sustainability Initiative Update (Robert Ethington/Tony Ichsan)</li> </ul> <p>May 9, 2015</p>	<p>IPC does not meet</p>

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
June, 2016	<ul style="list-style-type: none"> <li>Academic Affairs and all other component areas schedule retreats for prioritization</li> </ul>		IPC does not meet
July, 2016	<ul style="list-style-type: none"> <li>Cabinet administrators review PRPP documents, draft and discuss component-level prioritizations for 2016-17 (instructional equipment, budget, non-faculty staffing, non-instructional equipment and technology, and facilities)</li> </ul>		IPC does not meet
August, 2016	<ul style="list-style-type: none"> <li>President's Cabinet retreat</li> </ul>		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
- Institutional Effectiveness Partnership Initiative Targets/Outcomes
- Economic Impact Report/Gap Analysis of CTE Programs