

Sonoma County Junior College District - Santa Rosa Junior College  
 Institutional Planning Council and Program and Resource Planning Process (PRPP)  
**Planning Calendar**  
**2015/16**

**Fall, 2016**

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
July and August 2016	<ul style="list-style-type: none"> <li>Cabinet administrators review PRPP documents and prepare component-level prioritizations for 2016-17 resource requests</li> </ul>	IPC does not meet	
September, 2016	<ul style="list-style-type: none"> <li>Continue to refine template and PRPP processes as appropriate.</li> <li>Component PRPP Priorities for 2016-17 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 2016-17 IPC/PRPP Planning Calendar</li> </ul> <p style="text-align: center; color: red;">September 12, 2016</p>	<ul style="list-style-type: none"> <li>Review of 2015-16 PRPP Funding Outcomes</li> <li>Review of 2015-16 Cabinet Year-End Reports of Progress and Accomplishments (PRPP 6.1)</li> <li>Report on Facilities Master Planning process (Leigh Sata)</li> </ul> <p style="text-align: center; color: red;">September 26, 2016</p>
October, 2016	<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>Review of 2016-17 Cabinet PRPP Priorities (Budget Requests, Non-Faculty Staffing, Non-Instructional Equipment and Technology)</li> <li>Begin process to align SP Scorecard Core Indicators with CCCCCO Institutional Effectiveness Indicators</li> </ul> <p style="text-align: center; color: red;">October 10, 2016</p>	<ul style="list-style-type: none"> <li>Review of 2016-17 Cabinet Annual Goals (PRPP 6.3a)</li> <li>Review of Strategic Plan Mid-Term Report of Accomplishments (presented to Board of Trustees November 8)</li> <li>Review Strategic Plan Scorecard/Core Indicator Data</li> </ul> <p style="text-align: center; color: red;">October 24, 2016</p>

DRAFT 9/12/16; APPROVED 9/26/16, REVISED 11/14/16

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
November, 2016	<ul style="list-style-type: none"> <li>• All components update lists of editors and approvers for spring 2017 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 2016 PRPPs forward to 2017</li> <li>• 2016 PRPP Update from IPC and BAC co-chairs to college community (early November)</li> </ul>	<ul style="list-style-type: none"> <li>• Review 2016/17 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 and approve PRPP Update message for 2017 cycle</li> <li>• Review 2017/18 Planning and Budget Framework</li> </ul> <p>November 14, 2016</p>	<ul style="list-style-type: none"> <li>• Review of Strategic Plan Scorecard/Core Indicator Data (Greg Drukala)</li> </ul> <p>November 28, 2016</p>
December, 2016	<ul style="list-style-type: none"> <li>• PRPP Launch email from IPC and BAC co-chairs to kick off 2017 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 2017-18</li> </ul>	<ul style="list-style-type: none"> <li>• Report from the PRPP Coordinating Committee regarding PRPP recommendations for 2017 PRPP cycle</li> <li>• PRPP Demonstration (as needed)</li> <li>• Review and approve PRPP Launch message for 2017 cycle</li> <li>• Align SP Scorecard w/CCCCO Indicators</li> <li>• 2016/17 IEPI Indicators</li> <li>• Review of 20K x 2020 Data Grid and Data Sources (KC Greaney)</li> </ul> <p>December 14, 2016</p>	<p>IPC does not meet</p>

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
-------	------------------------	----------------------------	----------------------------

**Spring, 2017**

January, 2017	<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 2017-18</li> </ul>	IPC does not meet	<ul style="list-style-type: none"> <li>• CTE Outcomes Survey Findings (KC Greaney)</li> <li>• Update on Strategic Master Plan for Technology – 2015 and Beyond/ITG (Scott Conrad/Alicia Virtue)</li> <li>• Review Measure H implementation plan (Leigh Sata)</li> <li>• Receive budget update from BAC after Governor’s Budget is announced</li> <li>• Define integrated process to develop ACCJC Annual Report and IEPI Institution-Set Standards</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 style="color: red;">January 23, 2017</p>
February, 2017	<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 2017-18</li> </ul>	<ul style="list-style-type: none"> <li>• Begin discussion regarding the process to update SRJC’s Strategic Plan</li> <li>• Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> </ul> <p style="color: red;">February 13, 2017</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 (Paul Bielen)</li> <li>• ACCJC 2017 Annual Report Institution Set Standards</li> </ul> <p style="color: red;">February 27, 2017</p>

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
March, 2017	<ul style="list-style-type: none"> <li>All units working on PRPP for 2017-78</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 2017 Annual Report</li> </ul> <p>March 13, 2017</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>2017 ARCC 2.0 Scorecard report</li> <li>Begin process for adopting the 2017/18 Institutional Effectiveness Goals Framework and college/district goals.</li> </ul> <p>March 27, 2017</p>
April, 2017	<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>Budget update</li> <li>Continue to review district-wide institutional plans to affirm alignment with Vision, Mission Statement and Strategic Plan Goals</li> <li>Continue process for adopting the 2017/18 Institutional Effectiveness Goals Framework and college/district goals.</li> </ul> <p>April 10, 2017</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 (Alicia Virtue/Lisa Beach)</li> <li>Emergency and Disaster Preparedness Planning (Doug Kuula)</li> <li>Continue process for adopting the 2017/18 Institutional Effectiveness Goals Framework and college/district goals.</li> </ul> <p>April 24, 2017</p>

Month	PRPP Planning Activity	IPC 2 <sup>nd</sup> Monday	IPC 4 <sup>th</sup> Monday
May, 2017	<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 2017 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>• Sustainability Initiative Update (Robert Ethington)</li> <li>• Complete process for adopting the 2017/18 Institutional Effectiveness Goals Framework and college/district goals.</li> </ul> <p>May 8, 2017</p>	IPC does not meet
June, 2017	<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, 2017	<ul style="list-style-type: none"> <li>• Cabinet administrators review PRPP documents, draft and discuss component-level prioritizations for 2017/18 (instructional equipment, budget, non-faculty staffing, non-instructional equipment and technology, and facilities)</li> </ul>	IPC does not meet	
August, 2017	<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:

DRAFT 9/12/16; APPROVED 9/26/16, REVISED 11/14/16

- SRJC Strategic Plan/Scorecard
- Equal Employment Opportunity Plan
- Student Success and Support Plan
- Student Equity Plan
- Facilities Master Plan
- Technology 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