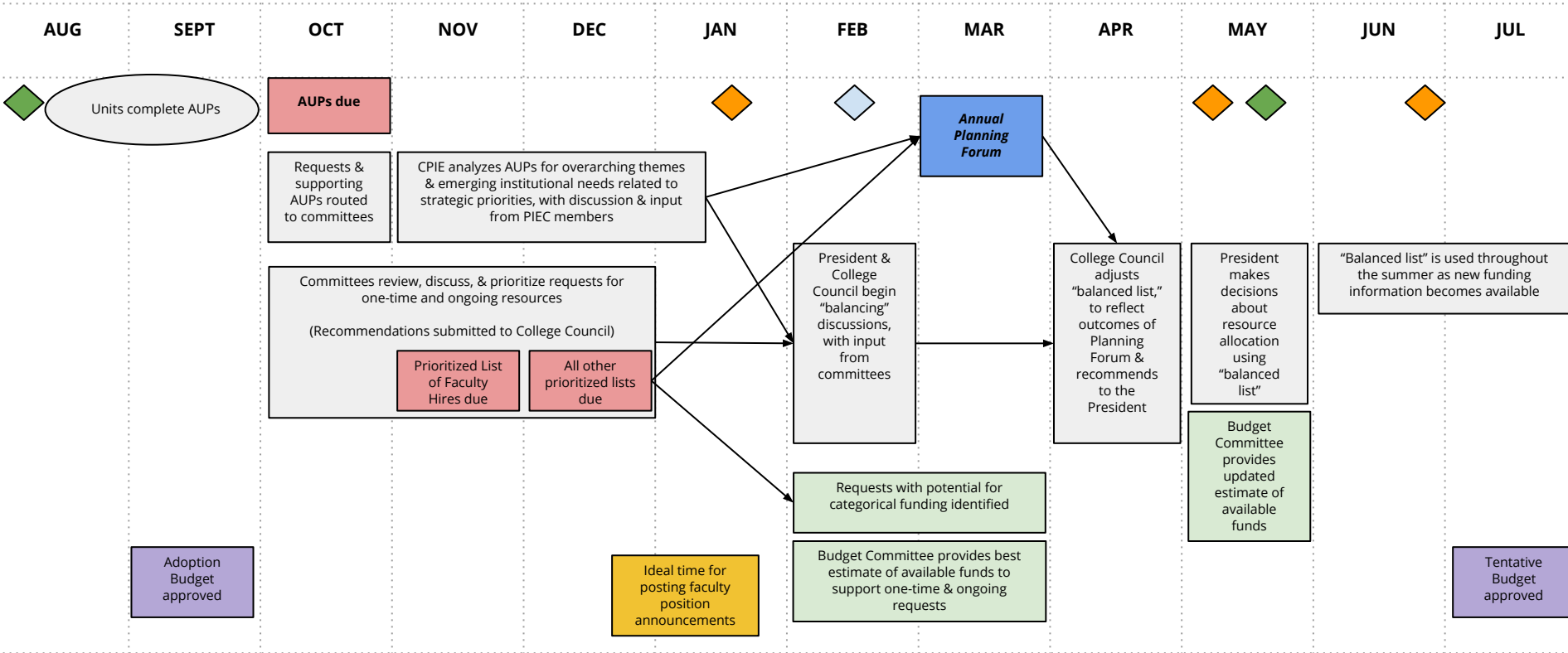


# A note from PIEC about this **DRAFT** diagram:

PIEC's AUP Workgroup mapped out the flow and high-level timeline for the annual unit planning/resource allocation process, following a set of working principles (included on the following page for reference). We asked: "How would we operationalize these principles in an ideal environment, based on the information we have available and our sense of how recommendations flow through the new governance system?" We are now trying to identify and resolve open questions to improve and prototype the process. **Your feedback, questions, and ideas are essential!** Please share your thoughts with your PIEC representative(s) and/or the PIEC co-chairs (Catherine Webb and Jocelyn Pacheco-Fonseca). Thank you!!



- = Budget information from the State
- = Revenue information from the CCCC
- = Allocation information from the District

## **Annual Unit Planning (AUP) Process & Timeline**

### **Working Principles**

To date, work on the AUP process has included iterative design meetings, input from key stakeholders (Academic Senate, Chairs & Coordinators, PIEC, etc.), and thorough review of models from other colleges. The following principles have emerged from that work, and can be used to guide the resolution of open questions and adjustments to the process prior to initial roll-out.

#### **Working Principles for the AUP Process**

1. Each year, the AUP process should result in a single, prioritized list of resource requests that align with and support institutional priorities.
2. The AUP process should begin with unit-level discussion and end with College Council recommending a prioritized list of resource requests to the President for use in decision-making.
3. Identification of need, prioritization of requests, and resource allocation decisions should be three distinct steps. In addition:
  - a. Identification of needs (and ultimately, justification for requests) should be based on an analysis of data relevant to the mission/purpose of the unit (including student achievement data, SLO/SSO assessment results, progress toward stated goals, etc.).
  - b. Prioritization of needs should not be based on cost or whether funds are available.
  - c. Resource allocation discussions/decisions should include consideration of relevant categorical funding sources first, in order to lessen the burden on the Unrestricted General Fund.
4. Prioritization of needs and decisions about what resources to request through the AUP document should begin with unit-level discussion and involve conversations across divisions (via dialogue with the area dean/manager) prior to resource committee discussion.
5. Prioritization discussions should honor the charges of the resource committees and value the expertise and time of committee members, while also ensuring that the list of prioritized resource requests reflects a holistic view of institutional priorities and needs.
6. Process should allow the college to respond to emerging and/or emergency needs, particularly those related to staffing.