

**Grossmont College
Annual Planning and Assessment Calendar
(Effective Fall 2014)**

Due Date	Action Description	Responsible Party
August/ September	Division/Area Councils review College Annual Planning Goals for upcoming planning cycle	Division Deans and VPs
	Departments/Units review College Annual Planning Goals for upcoming planning cycle	Unit/Department /Supervisors
1 st Friday in October	<ul style="list-style-type: none"> Faculty Staffing Requests Due To Committee 	Chairs/Coordinators/Division Deans
3 rd Friday in October	<ul style="list-style-type: none"> For the past academic year: Use TracDat to submit SLO assessment analysis results, annual planning activity results, and annual program review update information. For the next academic year (not this current academic year): Use TracDat to submit the activities that you plan to pursue next year to accomplish your unit goals. 	Unit/Department Chairs/Coordinators/Supervisors
October/Early November	Prepare College Annual Planning Report	Institutional Excellence Council Sr. Dean, CPIE
November	Present College Planning Report to Governing Board	College President
November/ December	Deans review annual unit planning activities	Division Deans and VPs
	Division and Area Councils select activities requesting funding to forward to Institutional Review Committee (IRC)	
2 nd Friday in January	Divisions submit activity proposals going to IRC by title to the office of College Planning and Institutional Effectiveness (CPIE)	Division Deans and VPs
February	Update College Dashboard Report	Institutional Excellence Council Sr. Dean, CPIE
February- April	Review and score activity proposals	IRC
March	Develop Annual Planning Goals for the following year's planning cycle	College Planning Forum participants
4 th Thursday in April	Submit prioritized list of annual planning activities to Planning and Resources Council (P&RC)	IRC
April/May	Report out Annual Planning Goals for the next year's planning cycle.	P&RC, Division/Area Councils
Last Thursday in June	For the current academic year: Use TracDat to submit annual planning activity results and annual Program Review Update information.	Unit/Department Chairs/Coordinators/Supervisors

Annual Planning Process Checklists

Departments/Units

- Uncheck "active" for any unit planning activities that are no longer being pursued.
- Submit SLO assessment analysis, new unit annual planning activities, and annual program review update in TracDat.
- Review and make current any unit annual planning activities continued over from the prior year that require funding.
- Notify other impacted departments of your proposed activity(ies).

Division Deans/Area VPs

- Review all submitted unit planning activities for completeness.
- Confirm that other impacted departments have been contacted regarding their role in a proposed activity.
- Work with Division/Area Councils to select the annual planning activity proposals to be forwarded to the IRC
- Submit IRC activity proposal titles by department to CPIE
- Schedule activity proposal presentation for your division/area based on the dates and times provided by the IRC.