

College of Marin Integrated Planning Manual Timeline--Chronological Schedule

	Program Review and Resource Allocation	Assessing Progress on College Priorities and Objectives	Plan Implementation
Report		Strategic Plan Progress Report	
	2010-2011	2010-2011	2010-2011
August	The Research and Planning Office provides data for the program review template for all programs under review.	Those identified as responsible for completing action steps complete their work and provide evidence/results to the champion for each strategic objective.	
September	Members of the Program Review Committee and the SLO Facilitators meet with the instructional department/discipline, student service, or administrative service scheduled to complete a program review.		
October	Those identified to complete a program review complete reviews and submit all responses electronically to the Program Review Committee by December 1 st .		
November	The VP of College Operations reviews prior year budget and develops budget assumptions for the coming fiscal year and communicates these assumptions with PRAC and college-wide in order to set the parameters for program reviews and work plans.		
December	Chairs and Deans review and comment on the program reviews from their departments and divisions.		

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January	Program Review Committees evaluate academic programs. The cabinet evaluates administrative services. The student Access and Success Committee evaluates student services program reviews.	PRAC calls for progress reports on the action steps and these progress reports are documented in the PRAC minutes.	Reporting activities and results to PRAC.
February			
March	Recommendations from committees are submitted to PRAC. Requests are reviewed by PRAC and PRAC forwards the tentative budget to the Superintendent/President for review and changes.	PRAC reviews the progress reports and identifies specific barriers to success for unmet goals/plans. The Vice President of Student Learning works with the Superintendent/President's Cabinet to remove barriers where possible.	
April		PRIE prepares the 2010-2011 annual report on Institutional Effectiveness (Strategic Plan Progress Report) to document the progress on each of the college's strategic objectives.	Reporting activities and results to PRAC.
May	The Superintendent/President submits tentative budget which includes PRAC recommendations. The Board of Trustees approves the tentative budget.		
June		PRIE distributes the report on Institutional Effectiveness college-wide and presents the report to the Board of Trustees.	
July			
August	The Board of Trustees approves the adoption budget.		

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	Establishing Research Agenda	Assessing Planning Process
Report	Institutional Effectiveness Outcome Report--Student Achievement	Planning Process Assessment Report
	2010-2011	2011 April through October
August		
September	The Office of Planning, Research and Institutional Effectiveness (PRIE), working with Research Advisory Group (RAG) and the Program Review Committee are charged with collecting, evaluating, and prioritizing research requests.	4. PRAC recommends changes as needed in the planning processes and distributes its recommendations collegewide for comment.
October	The Office of PRIE and RAG establishes: -Definitions of key terms, such as retention; -A process for members of the college community to submit research requests; and -Guidelines for setting research priorities.	5. PRAC updates the College of Marin Integrated Planning Manual as needed for use in the planning cycle that begins the following year.
November	The director of PRIE and the RAG meet monthly to set the priority ranking for requests received. The PRIE prepares a monthly online research calendar, posts reports online, and alerts the college community the content of each report.	
December	As reports are produced, the Planning Office posts these reports online and alerts the college community of the location and content of each report.	

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January		
February		
March		
April		1. PRAC creates a venue for dialog among appropriate groups and individuals to provide feedback on the integrated planning process.
May	The group summarizes the year's work in a report to College Council.	2. Assessment on Program Review process is conducted (SLO, Program Review, PRIE), recommendations reports to Academic Senate and PRAC. PRAC consolidates the feedback and distributes this feedback college-wide.
June		3. Program Review Committee finalizes revisions to the program review template/process.
July		
August		

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	Mission	Developing Strategic Plans	Educational Master Plan
Report			
	2011-2012	Spring 2012	2018-2019
August			
September	PRAC forms a task force to review the college mission. Mission Review Task Force develops a review process to ensure college-wide feedback.		PRAC calls for the development of the College of Marin Educational Master Plan 2019 – 2029 by assigning this task to the Educational Planning Committee.
October	The Mission Review Task Force submits the process plan to the College Council for feedback. Mission Review Task Force modifies the review process as appropriate.		The Educational Planning Committee prepares a draft College of Marin Educational Master Plan 2019 – 2029.
November	Mission Review Task Force conducts the review so that input from the college community is solicited regarding potential modifications to the college mission.		The draft plan is distributed for college-wide review.
December	Mission Review Task Force modifies the mission and submits to the college's three Senates and College Council for review and recommendations.		

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	Mission	Developing Strategic Plans	Educational Master Plan
Report			
	2011-2012	Spring 2012	2018-2019
January	College Council recommends the mission to the Board. The Superintendent/President submits the mission statement to the Board of Trustees for approval. Following this approval, the revised mission statement is circulated college-wide for use in all publications.		The Educational Planning Committee integrates the college-wide feedback and distributes the complete draft for a final college-wide review and feedback.
February		In spring 2012, PRAC analyzed the recommendations in the College of Marin Educational Master Plan 2009- 2019 and set the college priorities for the next three- four years.	The Educational Planning Committee incorporates feedback and the draft plan is distributed to PRAC, the Senates, and College Council for recommendations.
March		In spring 2012, PRAC developed a draft Strategic Plan 2012- 2015 comprised of a number of strategic objectives and action steps for each college priority. The draft Strategic Plan 2012- 2015 was distributed college wide for feedback.	The Superintendent/President presents the College of Marin Educational Master Plan 2019-2029 to the Board of Trustees for their approval.
April		In spring 2012, PRAC incorporated the feedback from the college wide review and prepared the final strategic plan.	
May			
June			
July			
August			