# San Diego Mesa College Integrated Planning Calendar 2015-2016

| | August | September | October | November | December | January 2016 | February | March | April | May | Summer |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Program Review** | • Coordinate modules and training for Fall cycle for PR, BARC, FHP, & CHP<br>• Verify lead writers & liaisons<br>• Train Liaisons at Flex workshop | • Train Lead Writers, Chairs, & Managers<br>• Continue liaison training<br>• IE Office provide support as needed | • Continue training<br>• Continue support | • Continue training<br>• Continue support | • Continue training<br>• 21 Dec, due to managers and liaisons for prelim review<br>• Reviewers start prelim review | • 20 Jan, prelim review due<br>• Discuss with lead writers; edit as needed<br>• 29 Jan, final program review due; lockdown<br>• Begin final review | • 11 Feb, final reviews due<br>• Organize requests for prioritizing | • Forward requests to BARC, CHP, FHP<br>• Prepare reports<br>• Approval by PRC | • Prioritizing committees report to PIE & PCAB regarding process and lists | • PR, BARC, FHP, CHP report on evaluation results to PIE and PCab and discuss changes for 2015-16<br>• PRC plans for summer workgroup | • Use results to develop module for next cycle<br>• Summer work group vets |
| **BARC** | • Plan Training | • Training on individual basis as requested | • Training on individual basis as requested | • Training on individual basis as requested | • Training on individual basis as requested | • Collaborate with PR on generating lists | • Receive requests & begin work to prioritize | • Continue prioritizing<br>• Send list to PIE and PCab | • President takes action on list<br>• Evaluate process | • Finalize changes<br>• Send to PIE & PCab for Pres approval | • Update form and rubric in Taskstream |
| **FHP/CHP** | • Plan Training | • Roll out Training | • Continue training support | • Continue training support | • Continue training support | • Collaborate with PR on generating lists | • Receive requests & begin work to prioritize | • Continue prioritizing<br>• Send list to PIE and PCab | • President takes action on list<br>• Evaluate process | • Finalize changes<br>• Send to PIE & PCab for Pres approval | • Update form and rubric in Taskstream |
| **Integrated Planning Systems Evaluation** | | • Update IP Guide<br>• New website | • Update IP Guide | | | | • Plan evaluations for PR, BARC, CHP, FHP | • Administer evaluations, per individual agendas | • Integrate all evaluations & outcomes & write final report | • Present final report to PIE & PCab for Pres approval | • Use results to improve process for next cycle |
| **Outcomes Assessment** | • Revise module in Taskstream | • Training and events to assess end of cycle<br>• Revisit ILOs | • Training and events to assess end of cycle<br>• Report on ILOs to PIE<br>• Focus on AUOs | • Training and events to assess end of cycle<br>• Work with IEPI PRT | • Prepare for next cycle | • Prepare for next cycle | • First round of assessment in new cycle | • First round of assessment in new cycle | • First round of assessment in new cycle<br>• Evaluate process | • First round of assessment in new cycle<br>• Report to PIE | • Planning for next semester |
| **Strategic Planning** | • Convocation | • Review this calendar<br>• Plans to assess progress on EMP | • Prioritize strategic goals and scorecard | • Goals alignment report, gap analysis | • Retreat | • Convocation | • Review mission, vision, & values<br>• Evaluate success of equity efforts | • Assess progress on strategic plan<br>• Program review outcomes | • Assess progress on strategic plan | • Retreat | |
| **Accountability (ACCJC) (IEPI) (SS & Equity)** | | • Continue draft of self-evaluation<br>• SSSP report constituent review<br>• Write Equity report | • Vetting of self evaluation<br>• SSSP report to PCab, CCCCO<br>• Equity report constituent review | • Gap analysis & resolution at retreat<br>• Equity report constituent review | • Working towards final draft<br>• Equity report to BOT & CCCCO | | • Pull learning outcomes data<br>• Annual report<br>• Post learning & achievement data to website | • Accred status rpt to DGC<br>• Update metrics for Planning Scorecard---Use for setting goals for improvement | • Acred status report to BOT<br>• Complete work & post to website | | • Final draft of self-evaluation |

IE Office 11/02/2015; adopted by President's Cabinet on _____2015