

## PLANNING PROCESSES AND IMPLEMENTATION TIMELINE: 2010-2011

The annual Planning Processes and Implementation Timeline calendar ensures completion of a full cycle of planning and broad-based evaluation. It includes ten major planning processes that occur throughout the fiscal year. A list of the ten major planning processes appears in the first row of Table 7 below.

**Table 7**  
**BAKERSFIELD COLLEGE PLANNING PROCESSES**  
**AND IMPLEMENTATION TIMELINE 2010-2011**

<b>MAJOR PLANNING PROCESSES</b>	<ol style="list-style-type: none"> <li>1) Annual Goal development process</li> <li>2) Educational Master Plan update process with Unit Plan development</li> <li>3) Budget Development Process</li> <li>4) Program Review Process</li> <li>5) Faculty and Classified Staff Position Requests Prioritization Process</li> <li>6) Student Learning Outcomes Plan Implementation Process</li> <li>7) Class Schedule Development Process</li> <li>8) Catalogue Development Process</li> <li>9) Enrollment Management Plan</li> <li>10) Strategic Plan Implementation Process</li> </ol>
<b>JULY</b>	<ul style="list-style-type: none"> <li>• Preparation of the Adopted Budget continues based on guidance from CCCCCO</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>• Submission of Final Annual budget to District Office</li> <li>• Faculty training and orientation for new chairs</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>• Board of Trustees approval of Annual Budget</li> <li>• Begin building Spring semester Class Schedule</li> <li>• 5-Year trend data from Institutional Research &amp; Planning to instructional units (week of 9/13)</li> <li>• ACCJC Self-Study Training (9/20)</li> <li>• Data from Institutional Research &amp; Planning to non-instructional units (week of 9/24)</li> <li>• Unit budget requests training begins for FY 2010-11 with FCDC</li> <li>• Program Reviews for Fall 2010 Cohort due</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• State releases FTFO</li> <li>• Instructional Chairs submit Unit Plans to deans (week of 10/4)</li> <li>• Instructional Units: Finalize Unit Plans and ISIT requests by Columbus Day (10/11)</li> <li>• Faculty retirements/position hiring recommendations due to president from FCDC (10/15); President announces priority list</li> <li>• Annual Enrollment Management plan implementation</li> <li>• Spring semester Class Schedule available to students in late October</li> <li>• Non-instructional Chairs submit Unit Plans and ISIT requests to supervisor by Halloween</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• Catalogue changes to first four sections due from administrators (11/1)</li> <li>• Non-instructional Units: Finalize Unit Plans and ISIT requests by Veterans Day (11/11)</li> <li>• Program Review training, Spring 2011 Cohort (11/18)</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>• President decides when faculty position announcements go out to public</li> <li>• Initiate implementation, year 3, of Bakersfield College's strategic plan Action 2012</li> <li>• Finalize Educational Master Plan and post to web</li> </ul>

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<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• Draft Budget Change Proposals due to VPs</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Faculty screening committees begin interviewing new faculty candidates*</li> <li>• Program Reviews, Spring 2011 Cohort due</li> <li>• Begin building Summer/Fall semester Class Schedule</li> <li>• Catalogue changes to instructor credential information due from faculty</li> <li>• Academic Senate election process begins for department chairs, Senate reps &amp; officers</li> <li>• Review &amp; finalize all labor budgets* (step &amp; column increases included on salary &amp; benefits projections)</li> <li>• Budget* uploads in Excel to shared Administrative Drive (FOAPALS &amp; funding sources confirmed)</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Summer/Fall semester Class Schedule available to students in late March</li> <li>• Final drafts of budget change proposals* out for review</li> <li>• Finalize all non-labor &amp; revenue budgets for FY 2011-12*; information built as an Excel Budget Upload on a shared Administrative Drive</li> <li>• Catalogue changes to programs of study due from chairs; last Curriculum Committee meeting to approve changes for next catalogue</li> <li>• Call to faculty to serve on all-college committees for next academic year</li> <li>• Call for faculty co-chairs whose terms are expiring for Assessment, Curriculum, IEC, ISIT, Staff Development/Flex, and Staff Diversity</li> <li>• Nominations open for Shirley Trembley Distinguished Teaching Award and the Margaret Levinson College Leadership Award</li> <li>• Develop College Annual Goals for AY 2011-12</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>• Program Level Assessment Plans and Results due</li> <li>• Board of Trustees Annual Goals distributed</li> <li>• Budget change proposals finalized*</li> <li>• Projected college budget submitted to district office*</li> <li>• Consolidation of all non-labor, labor, and revenue budgets for the upcoming fiscal year*</li> <li>• Faculty hiring process complete</li> <li>• Planning Process Evaluations submit to and review in College Council; make appropriate revisions</li> <li>• Program Review Orientation, Fall 2011 Cohort</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• Feedback from Assessment Committee on program level SLO evaluation results due</li> <li>• Small Projects Repair List finalized by Facilities Planning Subcommittee for funding by Scheduled Maintenance allocation</li> <li>• Planning Process evaluation results communicated to college community</li> <li>• Departments conduct course SLO assessment compilation</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>• Complete and compile Program and Institutional level SLO Assessments</li> <li>• Annual ACCJC Report with Assessment Plan information due to Commission June 30</li> </ul>

\* Budget related tasks pending state allocations.