

Santiago Canyon College 2011 - 2012 AT A GLANCE

	DPP	BUDGET	EVALUATION	PROGRAM REVIEW	EMP DEVELOPMENT	ACCREDITATION	EMP
AUGUST		Legislature & Governor approve a State Budget		Program Review (Year 1 of 2)			
SEPTEMBER	Review and update DPP	Board approves Adopted Budget Departments and Divisions review allocations					
OCTOBER	Departments prepare faculty, classified and equipment requets.	<b>Academic Senate</b> - ranks faculty requests - submits ranking to President <b>Chairs</b> - prioritize their division's equipment requests <b>Deans</b> - submit equipment requests to VPs - VP's review equipment requests and submit to College Council		<b>All Departments:</b> - Conduct Program Review in Fall 2011	Fall: Environmental Scan, Internal Evaluation	Midterm Report Submitted	
NOVEMBER		<b>President</b> - consults with College Council & submits faculty requests to Chancellor <b>College Council</b> - reviews and approves equipment requests <b>VPs</b> - seek Chair input on equipment requests if insufficient funds					
DECEMBER/ JANUARY		<b>Chancellor</b> - approves new faculty requests <b>President</b> - reviews and approves equipment requests <b>College</b> - begins the process of hiring new faculty for the next academic year					<b>5 Year Plan</b> (Year 5)
FEBRUARY		<b>Divisions</b> - begin purchasing process for equipment requests <b>Board</b> - sets and distributes goals for following year <b>Departments</b> - prepare and submit budget requests for next academic year (use results found in review of DPP)	<b>Departments</b> - analyze progress of current DPP goals and activities - review new Board goals - prepare goals and budget requests for the following year				
MARCH		<b>Budget Worksheets</b> - sent to Deans and VPs <b>Administrators</b> - identify budget requirements for following year		<b>EMPC and Departments:</b> - Begin Program Review Discussions	Spring: Discussion of Results From Environmental Scan and Internal Evaluation		
APRIL		<b>Administrators</b> - submit completed budget worksheets and requests for major augmentations <b>College Council</b> - reviews budget recommendations <b>Administrative Services</b> - reconciles budget requests with District Budget Worksheets - prepares summary of proposed requests					
MAY	Update DPP as needed	<b>President</b> - approves the college budget and sends to District	<b>Departments</b> - Assess progress of SLOs and other goals - review plans, expenditures and activities				
JUNE/ JULY		Board approves tentative budget at the last meeting in June			Summer: EMP Document Written and Edited		