

Santiago Canyon College 2012 - 2013 AT A GLANCE

	DPP	BUDGET	EVALUATION	PROGRAM REVIEW	EMP DEVELOPMENT	ACCREDITATION	EMP
AUGUST		Legislature & Governor approve a State Budget		Program Review (Year 2 of 2)	Fall: Finalize and Publish 2012-2016 EMP Document	ACCJC College Status Report On SLO Implementation due	4 Year Plan (Year 1)
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>EMPC and Departments:</b> - Continue Program Review Discussions			
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					
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	<b>EMPC:</b> - Modify Academic Program Review Template in preparation for Fall 2013			
MARCH		<b>Budget Worksheets</b> - sent to Deans and VPs <b>Administrators</b> - identify budget requirements for following year					
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					