

**Integrated Planning Timeline: Recommendation to Change Dates
To Academic Senate and College Council
From the Institutional Effectiveness Council**

April 27, 2020

In light of feedback received on the 2019-20 integrated planning process (program review/annual update, resource requests and prioritization) the Institutional Effectiveness Council recommends the following changes to the timeline:

- Change the program review/annual update and resource request deadlines to January 15th (mid-January or the closest Friday to January 15th each year)
- Change the “soft deadline” for program reviews/annual updates submission to deans/managers to the final day of the fall semester (e.g., December 20, 2020 for 2020-21)
- Add disclaimer for resource requests: Each resource prioritization committee reserves the right to decide whether to review resource requests submitted after the program review deadline. Criteria for late requests to be reviewed will be identified and codified by each resource prioritization committee.

Rationale:

- An earlier soft deadline would allow deans/managers adequate time to provide feedback to authors on the program reviews/annual updates
- The mid-January program review/annual update deadline would allow for the Program Review Steering Committee to begin reading submissions at their first meeting of the spring semester
- The Institutional Effectiveness Council recognizes the importance of the resource prioritization groups having access to the program review/annual update documents for review to help understand the rationale for resource requests
- The Institutional Effectiveness Council recognizes the importance of the Program Review Steering Committee feedback on each department’s program review/annual update goals and action steps and seeks to ensure that feedback forms are completed earlier in the spring semester and made available to the resource prioritization groups to consider in their ranking process