

Appendix B - Planning Timeline (DRAFT for Strategic Planning April 30/14)

Oct 15 Year X-1/X*	Departments and administrative units receive notification of PIE process; planning/input to ePIE begins for Year X/X+1.
March 25 Year X-1/X	Committees submit committee goals for Year X/X+1 and links to College Goals and Strategic Objectives to President's Office.
May 15 Year X-1/X	Unit-level analytical summary documentation is completed in ePIE; units notify division office or appropriate manager of completion and share with units.
June 27 Year X-1/X	Committees submit outcomes/accomplishments for Year X-1/X and updated mission, purpose, function, membership to President's Office.
July 1 Year X/X+1	Deans/managers prepare an analytical summary of PIE input, submit to appropriate Vice President, and share with units.
July Year X/X+1	PAC reviews and revises committee mission, purpose, function, goals, and membership.
July 1-Aug 15 Year X/X+1	Vice-Presidents prioritize New Resource Requests for Year X/X+1.
Sept 1 Year X/X+1	Vice Presidents prepare a summary of PIE input (narrative and KPIs) at the team level and share with units.
Sept 1 Year X/X+1	Vice Presidents submit PIE summaries (narrative and KPIs) via e-mail to Chair, Institutional Effectiveness Committee (IEC).
September Year X/X+1	President submits committee outcomes summary (narrative and KPIs) via e-mail to Chair, IEC
Sept 1 – Oct 15 Year X/X+1	IEC reviews all submitted summaries to prepare a year-end report to PAC on progress made in meeting College Goals and Strategic Objectives. Communication is given to the campus that the relevant documents are placed on the web and the next cycle is to begin.
Oct 1 Year X/X+1	Cabinet acts on New Resource Requests for Year X/X+1.
January-February Year X/X+1	<p>PAC reviews Final PIE summary for Year X/X+1 and Committee Completed Outcomes/Accomplishments (narrative and KPIs).</p> <p>PAC updates Strategic Plan for Years X/X+2.</p> <p>PAC reviews and updates assignment of Strategic Objectives to units for Years X/X+2.</p>

*Examples: PIE Cycle for 2015/16 Starts in November 2014 and concludes in October 2015.
 PIE Summary completed in October 2015 drives budget development for 2016/17.
 However, priorities from October 2015 PIE priorities are used to disperse New Resource Requests from set-aside line item in 2015/16 Adopted Budget.
 Strategic Plan for 2015/17 is updated from the 2015/16 PIE.