OPERATIONAL PLANNING PROCESS CALENDAR
(Revised February 2012)

January
College-Wide Employee Surveys
- Operations and Maintenance Survey of Faculty and Staff

February-March
College-Wide Surveys
- Faculty/Staff Survey of Institutional Services
- LRC Faculty/Staff Survey
- LRC Student Survey
- Public Relations and Marketing Survey
- Student Services Evaluation
- Faculty/Course Evaluation (by Students)

April
Faculty Evaluations by Supervisor

May
Planning Activities
- Overview of Planning Process Meeting
- Meetings of Unit Planning Teams
- Review of Institutional Mission
- Review and Revision of Planning Area Purpose Statement, Goals, and Objectives
- Drafting of Planning Documents
- Planning of Departmental Budget

May 30
Planning Documents Updated and Approved in SPOL

June
Budget Approved by Administrative Council
Operational Plans in SPOL
Result of Program Quality Graduation Exit Survey of Graduates and Non-Completers Disseminated
Program Quality Graduation Exit Survey Forms Revised and Disseminated for New Academic Year
Total Withdrawal Survey Forms Revised and Disseminated for New Academic Year

June-August
Administrative, Professional, and Support Staff Personnel Evaluations

August
Administrative Council Personnel Evaluations by President

September
Comprehensive Program Review Teams Appointed and Oriented

November-February
Situation Analysis in Preparation for Operational Planning

November
Faculty/Course Evaluation (by Students)
Faculty Online Course Evaluation (by Students)