



SDCE 2020/21 Annual Integrated Planning (AIP) and Resource Allocation Timeline

Activity	Resources	Start Date	Due Date
Kickoff Email and Integrated Planning Forms Released (Program Review, Strategic Plans, Request for Resources)	Planning, Research and Institutional Effectiveness Office (PRIE)	September 11	
Program Review Data Released	PRIE	September 18	
Integrated Planners leading Program Review, Strategic Planning, and Requests for Resources Meet with their Teams	Unit Personnel and Deans/VP	Before September 21	
Fixed Costs Provided to Programs Managers/Deans/VPs By Funding Source	Administrative Services Office (ASO)	September 30th	
Units Complete Draft Instructional Program Reviews - Submit to Deans	Instructional Unit Personnel	September 15	October 30
Instructional Deans Review and Finalize Program Reviews - Submit to PRIE	Instructional Deans	October 30	November 6
Units Complete Administrative Reviews - Submit to PRIE	Administrative Unit Personnel and Supervisors/ Deans	September 15	November 6
Meetings: Discuss Program Reviews and How They Inform Strategic Plans and Requests for Resources (Review FAQ for Resource Requests)	Instructional, Student Services, and Administrative Deans/Supervisors w/ their Vice Presidents	October 12	November 13
Meetings (1 per unit): Discuss Institutional Needs to Inform Integrated Planning	Administrative Units w/ Institutional Functions & Management Team	September - October	
All Units Complete Strategic Planning and Requests for Resources	Unit Personnel and Deans	September 15	December 4
PRIE Compilation and Sharing with Technical Review Team	PRIE	December 7	December 8
Technical Review of Requests for Resources (missing items)	PRIE (fields, connections); Grant Managers (grant-related); ASO (facilities/technology, budget, IT)	December 9	December 22
Review Requests for Resources and Provide Feedback to: 1) Help Programs Strengthen their Justifications for Faculty Hires, 2) Identify Missing Elements in Requests, and 3) Review Priority Group Assigned	Faculty Priority Hiring Committee	December 9	December 22
PRIE Compilation and Sharing of Request Feedback with Units	PRIE	January 4	January 8
Units Revise Requests for Resources (and Strategic Plans as needed) per Feedback	Unit Personnel and Deans	January 11	January 22
PRIE Compilation and Sharing of Preliminary Requests for Resources Spreadsheet with Committees and ASO	PRIE	January 25	January 29
Determine Eligible Funds for Resource Requests	ASO and Grant Managers	February 1	March 2
Committees Review Requests for Resources to 1) Identify Missing Elements in Requests, and 2) Review Priority Group Assigned - Comments to PRIE	PD (Feb 8), Safety and Facilities (Feb 25), and Technology (Feb 18) Committees	February 1	February 26
Process Final Requests for Resource List	PRIE	March 1	March 2
Final Requests for Resources Spreadsheet Shared with ASO	PRIE	March 2	
Final Requests for Resources List Shared at EGC	PRIE	March 10	
AIP Feedback Survey and Resource Committee Feedback on Process	PRIE; All AIP participants; Resource Committees	February - March	
Projected Amount of New Allocations and Carry In (projected) by Fund Provided to Management Team	ASO	March 2	March 15
Perkins Committee Reviews Perkins-Eligible Requests and Determines Prioritized Projects	Perkins Grant Manager and Perkins Committee	March 11	March 25
Budgeting	ASO (lead) and Management Group	March 26	April 23
Preliminary Budget Presented to Management Group (fixed and necessary costs based on projected new and carry in funds - conservative)	ASO (lead) and Management Group	May	
Preliminary Fund Codes Shared with Units	ASO	Mid-June	
Preliminary Funded Resources Shared with SDCE	President	Mid-June	
Budgeting Final Budget Resource Requests (those that were not included in preliminary) Based on Final Funds Available	ASO (lead) and Management Group	Late August	
Final Budget Presented to Management Group	ASO (lead) and Management Group	Late September	
Final Fund Codes Shared with Units	ASO	Late September/Early October	
Final Funded Resources Shared with SDCE	President	Late September/Early October	