

# Enrollment Management Committee

## ***Mission and Purpose***

The Enrollment Management Committee (EMC) is a sub-committee of the President's Advisory Council (PAC). Enrollment management is the responsibility of everyone at the college and activities throughout the campus contribute to enrollment management.

The EMC will be responsible for:

- Collecting information from college programs and departments into an Enrollment Management Plan
- Analyzing matters impacting registration, enrollment and scheduling
- Investigating methods of monitoring progress of the goals of the Enrollment Management Plan
- Developing an equitable allocation formula for Full Time Equivalent (FTE) allotment using available data such as the Lecture Hour Equivalencies (LHE) and the identification of impacted access areas in the schedule hampering student completion and success.

## ***Chair***

The Committee will be co-chaired by the Vice President of Instruction and one of the faculty representatives, who shall be elected by the committee to serve a two-year term as co-chair.

## ***Meetings***

Once a month during the academic year (September through May) on the second Friday at 10:00 am

## ***Composition***

Vice President of Instruction

One (1) student representative

Three (3) faculty members

Two (2) managers in addition to the VPI

One (1) classified staff member

Resource Members: Vice President of Student Services  
Vice President of Administrative Services  
Public Information Officer  
Director of Planning and Research



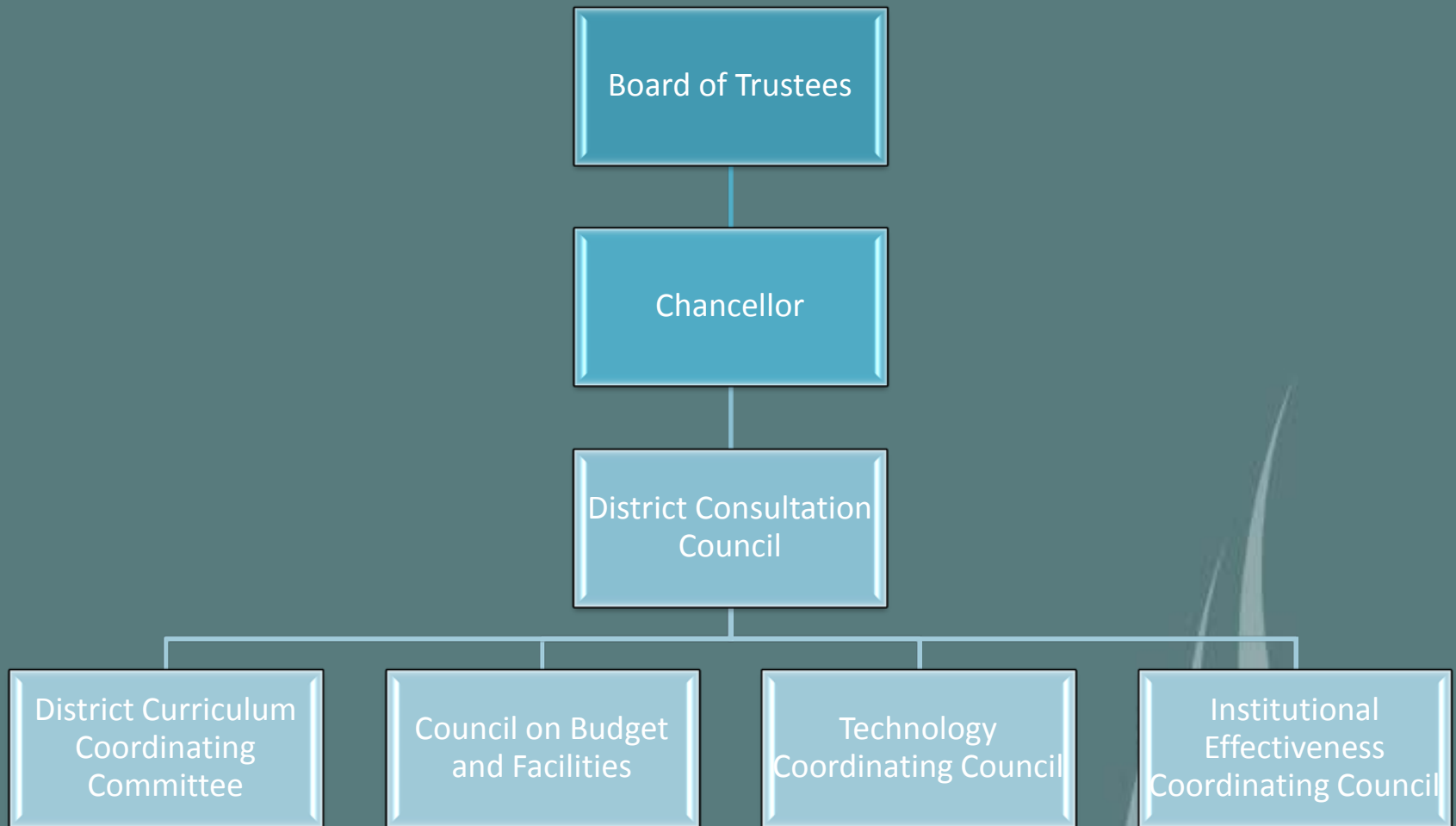
# How To Be An Effective Constituent Representative at NOCCCD

Fall 2012

# Reason for Training

- District Objective 4.2 – NOCCCD will implement, evaluate, and revise decision-making processes to insure that these processes are collaborative and transparent.
  - *Action Plan 4.2a.1 – Develop the content for training the members of the District Councils on the operating agreements that are to be followed including:*
    - *The responsibilities of council members to share information from District Council meeting with constituents*
    - *The importance of posting agendas and minutes online*
  - *Action Plan 4.2a.2 – Add to the training template any council-specific operating agreements and lead the training on council operating agreements.*
  - *Action Plan 4.2b.1 – Develop a system to ensure the decision-making processes regarding potential shifting, duplication, or articulation of all District programs, curriculum or services are collaborative and transparent and that there is dialogue with all District entities that may be impacted.*
  - *Action Plan 4.2b.2 – Implement the system.*

# Structure of Consultation at NOCCCD



# Process of Decision Making

- Described in: *North Orange County Community College District 2012 Decision Making Resource Manual: Structure, Function, and Alignment*
- Sub-councils make recommendations to District Consultation Council regarding business within their purpose
- District Consultation Council makes recommendations to the Chancellor
- Chancellor makes recommendations to the Board of Trustees

# Constituents Authority and Role

- Board of Trustees – legal and fiduciary body as described in Ed Code Section 70902 & BP2200
- Chancellor – authority delegated by Board as described in BP2430
- Faculty –working conditions and academic and professional matters as described in bargaining unit contracts, BP2510 & Ed Code Section 53200

# Constituents Authority and Role

- Staff – working conditions and matters which have significant impact on them as described in bargaining unit contracts, BP2510 & Ed Code Section 53200
- Students – matters which have significant impact on them as described in BP5400, BP2510 & Ed Code Section 53200
- Administrators – determined by scope of responsibility and authority in job descriptions

# How to be an Effective Constituent Representative

- Read the *NOCCCD 2012 Decision Making Resource Manual: Structure, Function & Alignment* at:  
<http://www.nocccd.edu/documents/Dist.DecisionMaking.pdf>
- Familiarize yourself with your constituent role, purpose of the council, membership of the council and any operating procedures the council has adopted



# How to be an Effective Constituent Representative

- Read agendas, minutes and materials provided to you to be properly prepared for meetings and discussions
- Consult outside sources on matters before the council to gain other perspectives
- Solicit input from the constituent group you represent on agenda items and voice/represent those opinions

# How to be an Effective Constituent Representative

- Keep an open mind with regard to other perspectives and seek to find the common ground or reasonable compromise
- Report back information about discussions and decisions to constituents, especially those that will be affected
- Be honest and transparent in your communications and expect the same from others

# How to be an Effective Constituent Representative

- Remember, you have been selected to represent your constituents and keep them informed!

# Tools & Resources

- myGateway:  
<http://mygateway.nocccd.edu/cp/home/loginf>
- Title V:  
<http://www.cde.ca.gov/ls/fa/sf/title5regs.asp>
- Board Policy:  
<http://www.nocccd.edu/Policies/PoliciesAndProcedures.htm>

# Questions?



**Fullerton College Curriculum  
AA-T/AS-T Degree Status Report**

**Effective Fall 2011**

DIVISION	TITLE OF DEGREE	AA	AS	UNITS	DCCC Approved	BOT Approved	State Approved
MATHEMATICS	Mathematics Associates in Arts Degree for Transfer		X	18	5-6-11	6-14-11	6-24-11
SOCIAL SCIENCES	Psychology Associate in Arts Degree for Transfer	X		18-20	5-6-11	6-14-11	10-5-11
HUMANITIES	Communication Studies Associate in Arts Degree for Transfer	X		19	5-6-11	6-14-11	8-25-11
SOCIAL SCIENCES	Sociology Associate in Arts Degree for Transfer	X		19	5-6-11	6-14-11	8-9-11

**Effective Fall 2012**

DIVISION	TITLE OF DEGREE	AA	AS	UNITS	DCCC Approved	BOT Approved	State Approved
BUSINESS/CIS	Business Administration Associate in Sciences Degree for Transfer		X	27-28	3-30-12	5-8-12	8-17-12
FINE ARTS	Art History Associate in Arts Degree for Transfer	X		18-19	5-4-12	6-26-12	8-17-12
FINE ARTS	Music Associate in Arts Degree for Transfer	X		23	5-2-12	6-26-12	8-17-12
FINE ARTS	Theatre Arts Associate in Arts Degree for Transfer	X		18	5-4-12	6-26-12	Pending
FINE ARTS	Studio Arts Associate in Arts Degree for Transfer	X		24	3-30-12	5-8-12	8-17-12
HUMANITIES	English Associate in Arts Degree for Transfer	X		18-20	3-30-12	5-8-12	8-19-12
NATURAL SCIENCES	Geology Associate in Sciences Degree for Transfer		X	26-39	3-30-12	5-8-12	8-17-12
NATURAL SCIENCES	Physics Associate in Sciences Degree for Transfer		X	28	3-30-12	5-8-12	8-17-12
PHYSICAL EDUCATION	Kinesiology Associate in Arts Degree for Transfer	X		21-24	3-30-12	5-8-12	8-19-12
SOCIAL SCIENCES	History Associate in Arts Degree for Transfer	X		18	3-30-12	5-8-12	8-17-12
SOCIAL SCIENCES	Political Science Associate in Arts Degree for Transfer	X		18-19	3-30-12	5-8-12	8-17-12
SOCIAL SCIENCES	Early Childcare Education Associate in Sciences Degree for Transfer		X	24	3-30-12	5-8-12	8-17-12
SOCIAL SCIENCES	Elementary Teachers Education Associate in Arts Degree for Transfer	X		55-56	3-30-12	5-8-12	8-17-12
TECH & ENGINEERING	Administration of Justice Associate in Sciences Degree for Transfer		X	18	3-30-12	5-8-12	8-17-12

**Effective Fall 2013**

DIVISION	TITLE OF DEGREE	AA	AS	UNITS	DCCC Approved	BOT Approved	State Approved
HUMANITIES	Spanish						
MATHEMATICS/CSCI	Computer Science (finalized)						
NATURAL SCIENCES	Chemistry						
NATURAL SCIENCES	Biology						
SOCIAL SCIENCES	Geography (finalized)						
SOCIAL SCIENCES	Anthropology						
SOCIAL SCIENCES	Philosophy						
SOCIAL SCIENCES	Social Work (in development)						
TECH & ENGINEERING	Journalism (finalized)						
TECH & ENGINEERING	Radio/TV/Film (in development)						

EDB expenditures

DIVISION	2007-08	2008-09	% of 2007-08	2009-10	% of 2008-09	2010-11	% of 2009-10	2011-12	% of 2010-11	2012-13 (budget)	% of 2011-12	% of 2008-09
Business	\$857,099.09	\$750,362.98	87.5%	\$719,716.18	95.9%	\$690,163.27	95.9%	\$586,908.39	85.0%	\$451,305.00	76.9%	60.1%
Counseling	\$88,453.67	\$92,138.42	104.2%	\$70,004.48	76.0%	\$50,704.89	72.4%	\$88,542.05	174.6%	\$60,422.00	68.2%	65.6%
Fine Arts	\$1,470,116.73	\$1,562,670.46	106.3%	\$1,416,158.61	90.6%	\$1,250,770.17	88.3%	\$1,209,679.77	96.7%	\$983,799.00	81.3%	63.0%
Humanities	\$2,006,914.78	\$2,057,231.46	102.5%	\$2,051,823.58	99.7%	\$1,866,469.88	91.0%	\$1,617,597.98	86.7%	\$1,363,348.00	84.3%	66.3%
Library	\$174.09	\$0.00	0.0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	#DIV/0!
Math & Com. Sci.	\$1,496,160.88	\$1,312,069.85	87.7%	\$1,248,816.79	95.2%	\$1,151,114.60	92.2%	\$1,021,236.31	88.7%	\$1,024,401.00	100.3%	78.1%
Natural Sciences	\$816,735.01	\$675,251.99	82.7%	\$654,123.60	96.9%	\$575,170.20	87.9%	\$523,054.31	90.9%	\$392,292.00	75.0%	58.1%
Physical Education	\$875,842.31	\$900,374.20	102.8%	\$954,538.29	106.0%	\$841,302.20	88.1%	\$538,145.73	64.0%	\$462,632.00	86.0%	51.4%
Social Sciences	\$1,464,955.76	\$1,414,739.76	96.6%	\$1,337,783.40	94.6%	\$1,210,784.77	90.5%	\$1,152,113.62	95.2%	\$962,562.00	83.5%	68.0%
Student Services	\$23,764.57	\$63,777.27	268.4%	\$61,007.19	95.7%	\$59,012.80	96.7%	\$53,080.24	89.9%	\$45,315.00	85.4%	71.1%
Tech & Engineering	\$1,877,340.48	\$2,036,965.02	108.5%	\$1,882,667.75	92.4%	\$1,961,035.95	104.2%	\$1,715,340.59	87.5%	\$1,482,313.00	86.4%	72.8%
TOTAL:	\$10,977,557.37	\$10,865,581.41	99.0%	\$10,396,639.87	95.7%	\$9,656,528.73	92.9%	\$8,505,698.99	88.1%	\$7,228,389.00	85.0%	66.5%

Sections

DIVISION	2007-08	2008-09	% of 2007-08	2009-10	% of 2008-09	2010-11	% of 2009-10	2011-12	% of 2010-11	2012-13	% of 2011-12	% of 2008-09
Business	394	375	95.2%	326	86.9%	309	94.8%	269	87.1%	273	101.5%	72.8%
Counseling	117	128	109.4%	115	89.8%	116	100.9%	95	81.9%	108	113.7%	84.4%
Fine Arts	652	653	100.2%	598	91.6%	562	94.0%	533	94.8%	561	105.3%	85.9%
Humanities	954	996	104.4%	919	92.3%	877	95.4%	798	91.0%	808	101.3%	81.1%
Library	0	3	#DIV/0!	2	66.7%	2	100.0%	3	150.0%	6	200.0%	200.0%
Math & Com. Sci.	439	435	99.1%	422	97.0%	399	94.5%	336	84.2%	360	107.1%	82.8%
Natural Sciences	395	390	98.7%	375	96.2%	370	98.7%	352	95.1%	342	97.2%	87.7%
Physical Education	534	585	109.6%	474	81.0%	442	93.2%	346	78.3%	337	97.4%	57.6%
Social Sciences	671	666	99.3%	608	91.3%	566	93.1%	524	92.6%	523	99.8%	78.5%
Student Services	37	41	110.8%	39	95.1%	40	102.6%	38	95.0%	6	15.8%	14.6%
Tech & Engineering	579	594	102.6%	558	93.9%	560	100.4%	520	92.9%	532	102.3%	89.6%
TOTAL:	4772	4866	102.0%	4436	91.2%	4243	95.6%	3814	89.9%	3856	101.1%	79.2%

FTEs

DIVISION	2007-08	2008-09	% of 2007-08	2009-10	% of 2008-09	2010-11	% of 2009-10	2011-12	% of 2010-11	2012-13 (estim)	% of 2011-12	% of 2008-09
Business	1240	1274.5	102.8%	1296.5	101.7%	1184.4	91.4%	952.9	80.5%	971.8	102.0%	76.2%
Counseling	252.1	281.8	111.8%	389.8	138.3%	398.2	102.2%	207.5	52.1%	180.2	86.8%	63.9%
Fine Arts	2040.5	2212.9	108.4%	2404.8	108.7%	2232.7	92.8%	1949.3	87.3%	1923.1	98.7%	86.9%
Humanities	3104.8	3334.8	107.4%	3415	102.4%	3255.5	95.3%	2957	90.8%	3053.6	103.3%	91.6%
Library	0	0.3	#DIV/0!	1	333.3%	0.9	90.0%	2.2	244.4%	2.7	122.7%	900.0%
Math & Com. Sci.	2482.2	2584	104.1%	2464	95.4%	2904.4	117.9%	1837.3	63.3%	1956.2	106.5%	75.7%
Natural Sciences	1771.5	1833.8	103.5%	1811.6	98.8%	1824.5	100.7%	1630.1	89.3%	1599.8	98.1%	87.2%
Physical Education	1247.6	1393.7	111.7%	1599.1	114.7%	1627.9	101.8%	1232.2	75.7%	1108.8	90.0%	79.6%
Social Sciences	3269.1	3486.4	106.6%	3473.6	99.6%	3297.9	94.9%	2894.7	87.8%	2411.2	83.3%	69.2%
Student Services	33.6	39.7	118.2%	39.1	98.5%	40.9	104.6%	20.3	49.6%	1.8	8.9%	4.5%
Tech & Engineering	1737.8	1802	103.7%	2116.9	117.5%	2043.4	96.5%	1797.9	88.0%	1445.7	80.4%	80.2%
TOTAL:	17179.2	18243.9	106.2%	19011.4	104.2%	18810.7	98.9%	15481.4	82.3%	14654.9	94.7%	80.3%

DIVISION	EDB (EXPENDITURE)				SECTIONS				FTES				LHE				
	EDB ANNUAL BUDGET	Summer (2012) (Budgeted)	Fall (2012)	Spring (2013)	TOTAL	Summer (2012)	Fall (2012)	Spring (2013)	TOTAL	Summer (2012)	Fall (2012)	Spring (2013) est	TOTAL	Summer (2012)	Fall (2012)	Spring (2013)	TOTAL
Business	\$451,305	\$57,587	\$202,049	\$191,669	\$451,305	14	128	131	273	45	489.1	437.7	971.8	47	469.4	439.6	956
Counseling	\$60,422	\$24,072	\$25,964	\$10,386	\$60,422	21	44	43	108	27.2	91	62	180.2	28	74.8	86	188.8
Fine Arts	\$983,799	\$69,928	\$455,981	\$457,890	\$983,799	21	258	282	561	93.2	975.4	854.5	1923.1	89.7	833	909.5	1832.2
Humanities	\$1,363,348	\$137,835	\$545,884	\$679,629	\$1,363,348	31	364	413	808	117.8	1388.8	1547	3053.6	125.3	1437	1653.8	3216.1
Library	\$0	\$0	\$0	\$0	\$0	0	4	2	6	0	1.8	0.9	2.7	0	1.8	2	3.8
Math & Com. Sci.	\$1,024,401	\$121,699	\$453,707	\$448,995	\$1,024,401	24	166	170	360	124.1	946.5	885.6	1956.2	108.5	767	700.8	1576.3
Natural Sciences	\$392,292	\$73,633	\$157,230	\$161,429	\$392,292	21	155	166	342	76.3	748.4	775.1	1599.8	76.5	646.5	726.4	1449.4
Physical Education	\$462,632	\$33,032	\$240,753	\$188,847	\$462,632	19	149	169	337	92.1	525	491.7	1108.8	51.8	430	450.5	932.3
Social Sciences	\$962,562	\$128,790	\$415,538	\$418,234	\$962,562	31	232	260	523	158	1298.8	954.4	2411.2	117	893.7	771.3	1782
Student Services	\$45,315	\$9,440	\$18,881	\$16,994	\$45,315	4	1	1	6	1.4	0.3	0.1	1.8	6.3	0	1	7.3
Tech & Engineering	\$1,482,313	\$193,586	\$693,882	\$594,845	\$1,482,313	28	247	257	532	98.5	674.1	673.1	1445.7	173.2	1097	1049.7	2319.9
<b>TOTAL:</b>	<b>\$7,228,389</b>	<b>\$849,602</b>	<b>\$3,209,869</b>	<b>\$3,168,918</b>	<b>\$7,228,389</b>	<b>214</b>	<b>1748</b>	<b>1894</b>	<b>3856</b>	<b>833.6</b>	<b>7139.2</b>	<b>6682.1</b>	<b>14654.9</b>	<b>823.3</b>	<b>6650.2</b>	<b>6790.6</b>	<b>14264.1</b>
subs	\$126,223				126223												
VPI	\$30,000				30000												
	\$7,384,612				\$7,384,612												



DIVISION	EDB ANNUAL BUDGET	EDB (EXPENDITURE)			SECTIONS			FTES			LHE						
		Summer (2010)	Fall (2010)	Spring (2011)	TOTAL	Summer (2010)	Fall (2010)	Spring (2011)	TOTAL	Summer (2010)	Fall (2010)	Spring (2011)	TOTAL				
Business	\$724,913.00	\$125,677.87	\$294,860.95	\$269,624.45	\$690,163.27	26	148	135	309	109.7	563.3	511.4	1184.4	113.8	542.4	497.9	1154.1
Counseling	\$80,362.00	\$30,755.57	\$8,314.76	\$11,634.56	\$50,704.89	20	47	49	116	32.3	249.5	116.4	398.2	31.8	110.7	97.3	239.8
Fine Arts	\$1,219,210.00	\$109,990.07	\$555,604.94	\$585,175.16	\$1,250,770.17	26	267	269	562	121.1	1119.9	991.7	2232.7	114.8	876.5	898.3	1889.6
Humanities	\$1,930,169.00	\$289,438.73	\$744,347.26	\$832,683.89	\$1,866,469.88	77	393	407	877	259.4	1484.2	1511.9	3255.5	297.5	1544	1565.5	3407
Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0	2	2	0	0	0.9	0.9	0	0	0.9	0.9
Math & Com. Sci.	\$1,256,010.00	\$199,375.32	\$448,291.10	\$503,448.18	\$1,151,114.60	43	175	181	399	202.6	1543.6	1158.2	2904.4	191.5	823.5	878.8	1893.8
Natural Sciences	\$498,559.00	\$107,393.76	\$239,487.95	\$233,288.49	\$575,170.20	21	175	174	370	108.4	861	855.1	1824.5	92.6	724	714.7	1531.3
Physical Education	\$720,913.00	\$199,911.85	\$315,498.43	\$332,891.92	\$841,302.20	74	175	193	442	228.5	720.1	679.3	1627.9	189.8	519.9	518.5	1228.2
Social Sciences	\$1,204,870.00	\$233,487.06	\$459,166.50	\$518,131.21	\$1,210,784.77	49	255	262	566	312.3	1483.5	1502.1	3297.9	224.3	1003.3	1001.5	2229.1
Student Services	\$51,988.00	\$11,192.30	\$26,102.83	\$21,717.67	\$59,012.80	6	17	17	40	2.9	18.4	19.6	40.9	7.3	29.1	29.1	65.5
Tech & Engineering	\$1,528,908.00	\$261,872.67	\$845,458.86	\$853,704.42	\$1,961,035.95	34	268	258	560	128.2	1016.1	899.1	2043.4	244.1	1329	1306.5	2879.6
TOTAL:	\$9,215,902.00	\$1,557,095.20	\$3,937,133.58	\$4,162,299.95	\$9,656,528.73	376	1920	1947	4243	1505.4	9059.6	8245.7	18810.7	1507.5	7502.4	7509	16518.9

2008-2009

DIVISION	EDB ANNUAL BUDGET	EDB (EXPENDITURE)			CRNS			FTES			LHE						
		Summer (2008)	Fall (2008)	Spring (2009)	TOTAL	Summer (2008)	Fall (2008)	Spring (2009)	TOTAL	Summer (2008)	Fall (2008)	Spring (2009)	TOTAL				
Business	\$861,186.00	\$95,226.00	\$322,596.28	\$332,540.70	\$750,362.98	29	173	173	375	136.4	579.4	558.7	1274.5	105.8	587	580.8	1273.6
Counseling	\$78,817.00	\$15,816.91	\$37,594.41	\$38,727.10	\$92,138.42	21	55	52	128	32	131.5	118.3	281.8	29	126.3	115.3	270.6
Fine Arts	\$1,608,797.00	\$229,921.35	\$628,794.44	\$703,954.67	\$1,562,670.46	63	293	297	653	220.8	984.9	1007.2	2212.9	221.3	1017.7	1026.3	2265.3
Humanities	\$2,024,005.00	\$269,199.53	\$868,661.37	\$919,370.56	\$2,057,231.46	101	457	438	996	303.1	1536	1495.7	3334.8	408.5	1853.4	1772.4	4034.3
Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	2	1	3	0	0.3	0	0.3	2	2	1	3
Math & Com. Sci.	\$1,283,764.00	\$201,609.12	\$532,191.91	\$578,268.82	\$1,312,069.85	63	195	177	435	298.2	1213.6	1072.2	2584	272.5	864.8	779.3	1916.6
Natural Sciences	\$730,303.00	\$105,556.79	\$279,519.63	\$290,175.57	\$675,251.99	33	183	174	390	159.2	836.1	838.5	1833.8	138.5	802.4	760.1	1701
Physical Education	\$890,485.00	\$173,515.90	\$332,329.77	\$394,528.53	\$900,374.20	104	226	255	585	214.3	602.6	576.8	1393.7	223.8	635.3	711.3	1570.4
Social Sciences	\$1,492,339.00	\$168,764.27	\$609,126.05	\$636,849.44	\$1,414,739.76	57	301	308	666	345	1571.5	1569.9	3486.4	169.5	871.8	967.8	2009.1
Student Services	\$63,460.00	\$9,705.52	\$29,990.54	\$24,081.21	\$63,777.27	6	17	18	41	2.8	18	18.9	39.7	3.6	15.8	16.8	36.2
Tech & Engineering	\$1,879,161.00	\$253,538.65	\$819,853.30	\$963,573.07	\$2,036,965.02	36	282	276	594	140.9	798.8	862.3	1802	533	1753.6	1694.2	3980.8
<b>TOTAL:</b>	<b>\$10,912,317.00</b>	<b>\$1,522,854.04</b>	<b>\$4,460,657.70</b>	<b>\$4,882,069.67</b>	<b>\$10,865,581.41</b>	<b>513</b>	<b>2184</b>	<b>2169</b>	<b>4866</b>	<b>1852.7</b>	<b>8272.7</b>	<b>8118.5</b>	<b>18243.9</b>	<b>2105.5</b>	<b>8530.1</b>	<b>8425.3</b>	<b>19060.9</b>

Timeline for responding to ACCJC July 2012 Recommendations

August/September 2012	President's staff discusses strategies for preparing response to ACCJC	Discussed at 8/21/2012, 8/28/2012 and 9/4/2012 President's Staff Meetings Option to hire a consultant is available
September 4, 2012	Interim Director of Planning and Research and 3 VP's meet to determine course of action for response	Three groups are designated to address recommendations: <ul style="list-style-type: none"> <li>• Coordinating Committee</li> <li>• SLOA Group for Recommendation 2</li> <li>• Planning Group for Recommendation 4</li> </ul>
September 13, 2012	Coordinating Committee meets with outside consultant  Discussion of Follow up for Accreditation discussed at Faculty Senate Exec Meeting	Consultant provides suggestions for timelines and options for developing materials needed for Recommendation 4. Consultant offers no assistance for Recommendation 2 Faculty Senate President is added to the Coordinating Group
September 19, 2012	Coordinating Committee meets with College President to discuss options	Decision is made to use the work groups as previously discussed; to develop an integrated planning manual in-house; VPSS/ALO will be responsible for writing of manual
September 20, 2012	Faculty Senate to elect members to serve on the 2 work groups	2 faculty members are elected to the SLOA Group for Recommendation 2 and 2 faculty members are elected to the Planning Group for Recommendation 4
September 21, 2012	Draft #1 of Integrated Planning Manual is prepared	VPSS/ALO, using NOCCCD Integrated Planning Manual as a guide, wrote first draft of FC Integrated Planning Manual
October 2, 2012	Coordinating Committee meets to discuss progress, tasks, and timeline	Committee met and discussed timeline, progress to date, tasks yet to be completed, and individuals responsible for completing remaining tasks
October 2012	SLOA Group Meeting - Recommendation 2	
October 2012	Planning Group for Recommendation 4 Meeting	
October 25, 2012	Draft #2 of Integrated Planning Manual is prepared	
November 7, 2012	Draft #1 of Follow-up Report is prepared and distributed to Coordinating Committee for review, comments, and changes	

November 8, 2012	Final Draft of Integrated Planning Manual is completed and made available for college wide review	
November 8, 2012	Classified Senate receives Integrated Planning Manual and Follow-up Report for review and discussion	
November 14, 2012	PAC is informed about progress on Follow-up Report and Integrated Planning Manual	
November 15, 2012	Faculty Senate receives Integrated Planning Manual and Follow-up Report for review and discussion	
November 28, 2012	PAC receives Integrated Planning Manual and Follow-up Report for review and discussion	
November 29, 2012	Classified Senate approves Integrated Planning Manual and Follow-up Report	
December 6, 2012	Faculty Senate approves Integrated Planning Manual and Follow-up Report	
December 12, 2012	PAC endorses Follow-up Report and Integrated Planning Manual	
January 18, 2013	Based on feedback, final draft of Integrated Planning Manual is completed	
January 31, 2012	Based on feedback, final draft of Follow-up report is completed	
February 12, 2013	Board of Trustees receives latest draft of Follow-up Report for review and comments	
February 19, 2013	Based on feedback from BOT, final version of Follow-up report is prepared	
February 26, 2013	Board of Trustees signs off on final Follow-up Report	
March 8, 2013	Final version of Follow-up Report is sent to ACCJC	
March 15, 2013	Follow-up Report due to ACCJC	

**Fullerton College  
Integrated Planning Calendar**

	<b>Budget</b>	<b>Foundation Funding</b>	<b>Planning</b>	<b>Program Review</b>	<b>SLOA</b>	<b>Institutional Effectiveness</b>
<b>August</b>		Planning and Budget Steering Committee (PBSC) begins discussion of fundraising priorities	Collection and analysis of previous year data for annual report and program review.	Director of Institutional Research & Planning provides preceding year's reporting data and summaries to Division Deans to share with faculty		
<b>September</b>		Requests for Foundation project funding are due	Begin objective and action plan development for upcoming 2-year cycle (Biannually in even numbered years)		Programs and departments review progress on student learning outcomes and assessments and make plans for SLOA activities in current academic year	
<b>October</b>		Foundation grant applications are reviewed by President's Executive Staff, prioritized, and forwarded to Foundation	Data collection and analysis for Annual Report to community	Departments and programs meet to review data and establish short-term and long-term goals toward the preparation of <i>Program Review Reports</i>	SLOA Plan submitted to Division Deans and SLO Coordinator	
<b>November</b>			Annual Report to Community completed and Presentation to the Board of Trustees about previous academic year  Complete establishment of Objectives and Strategic Action Plans for upcoming 2-year cycle (Biannually in even numbered years)	<i>Program Review Reports</i> due to Immediate Management Supervisor by third Friday in November		Constituent group representatives canvas members for input on mission statement and college goals.

**Fullerton College  
Integrated Planning Calendar**

	<b>Budget</b>	<b>Foundation Funding</b>	<b>Planning</b>	<b>Program Review</b>	<b>SLOA</b>	<b>Institutional Effectiveness</b>
<b>December</b>		PBSC presents draft priorities for fundraising to PAC		<b>Program Review Reports</b> to VPs and Program Review Committee by third Friday in December	Faculty complete fall semester data collection.	Constituent groups reaffirm mission statement and college goals or recommend modification
<b>January</b>	Governor's January budget proposal is announced and planning begins for budget assumptions and priorities.					
<b>February</b>		PAC makes final recommendation of fundraising priorities to President Requests for Foundation project funding are due.		<b>Program Review Committee reviews Program Review Reports</b>	Faculty review SLOA data collected from fall semester and confirms plans for spring semester assessment activities	PAC reaffirms college mission statement and college goals or establishes committee to address recommended modifications
<b>March</b>	Divisions begin working on spending plans for following academic year	Foundation grant applications are reviewed by President's Executive Staff, prioritized, and forwarded to Foundation	Objectives and Strategic Action Plans for subsequent academic years presented to PAC for endorsement. (bi-annually in odd # years)	<b>Program Review Committee</b> provides abstracts of Program Review Reports and requests for resources to Faculty Senate.		

**Fullerton College  
Integrated Planning Calendar**

	<b>Budget</b>	<b>Foundation Funding</b>	<b>Planning</b>	<b>Program Review</b>	<b>SLOA</b>	<b>Institutional Effectiveness</b>
<b>April</b>	PBSC reviews common themes from Program Review Committee along with requests for resources and recommends funding		Deans prepare report on Strategic Action Plans for current academic year	Program Review Committee makes presentation to PAC about current year's program review reports	Faculty review progress on SLO activities and file <b>SLO Progress Report</b> due to Deans and SLO Coordinator by April 15.	PAC reviews Unit Objectives Report, SLO Summary Report and evaluates effectiveness of connecting SLO, Program Review, Strategic Planning and Budgeting in current academic year and makes recommendations for improvement.
<b>May</b>	PBSC presents recommended funding for Program Review requests to PAC  All Spending Plans due to Business Office by May 1  PBSC evaluates its processes and committee structure and makes changes based on evaluation		VPs make presentation to PAC about progress on current Strategic Action Plans	Program Review Committee evaluates the effectiveness of the program review process as well as the function of the Program Review Committee and uses results to improve process	Faculty complete SLO data collection and schedules review of assessment data for end of semester, summer or early fall.	PAC confirms SLO/Program Review/Planning Calendar for next academic year  PAC members discuss effectiveness of PAC and make changes as needed
<b>June</b>						