

OPERATIONAL PLANNING PROCESS CALENDAR
(Revised February 2012)

January	College-Wide Employee Surveys <ul style="list-style-type: none">• Operations and Maintenance Survey of Faculty and Staff
February-March	College-Wide Surveys <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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)