

College of the Desert
2021-2022 Annual Planning Calendar

Revised Spring 2021

JANUARY - JUNE

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BUDGET	Governor's Budget	Budget Review		New department budgets submitted to Fiscal	Purchasing deadline May revise	
ANNUAL PLAN* Program Review Updates (PRU) Program Enhancement Plan Updates (PEP-Ups)			PEP-Ups Due/PRUs Due Documents posted on portal			
PROGRAM ENHANCEMENT PLAN (PEP) 5-Year Comprehensive Planning Review			Complete and submit PEPs			
FACULTY PRIORITIZATION	Recruitments and Hirings Continue					
STAFF AND EQUIPMENT PRIORITIZATION			Institutional Effectiveness distributes materials for Staff and Equipment Priorization Units rank their requests within their units	Staff Prioritization takes place	Equipment Prioritization takes place All lists submitted to Institutional Effectiveness for all other remaining prioritization.	Proceed from prioritization to Budget Subcommittee and CPC
FALL SCHEDULE	Schools being receiving first draft and work to finalize changes.	Schedules returned to schools for final review and final revisions are due. Load sheets are due.	Schedule uploaded to website and published			
WINTER SCHEDULE	Winter Session begins and ends					
SPRING SCHEDULE		Spring Semester begins			Schools receive scheduling timeline and materials. Spring Semester ends.	Schools make revisions and return draft to scheduling.
SUMMER SCHEDULE	Schools receive scheduling timeline and materials.	Schools submit proposed draft. Schools begin receiving first draft and work to finalize changes.	Schedules returned to schools for final review and final revisions are due. Load sheets are due.	Schedule uploaded to website and published.		Summer Session begins
CTEA FUNDING (Formerly VTEA)	Data run (IT)		Planning kick-off. Forms distribution. Budget announcement from the State.	CTE Advisory meets. 3rd quarter report.	Application submittal.	

*PRU are completed by Student Services and Support Services and PEPs/PEP-Ups are completed by Instructional programs

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JULY - DECEMBER

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BUDGET	New budgets and fiscal year begin		Current fiscal budget is reconciled and approved by the Board of Trustees			Mid-Year Budget Review
ANNUAL PLAN*		Data generated for upcoming PRUs and PEP-Ups				
Program Review Update (PRU) Program Enhancement Plan Ups (PEP-Up)						
FACULTY PRIORITIZATION			Institutional Effectiveness distributes materials for Faculty Prioritization Faculty Prioritization takes place September-October/November			Positions Approved for Recruitment Announced; Recruitments Begin
STAFF AND EQUIPMENT PRIORITIZATION			Funded equipment and staff positions announced			
FALL SCHEDULE		Fall Semester begins			Schools receive scheduling timeline and materials. Fall Semester ends.	Schools submit proposed draft. Schools begin receiving first draft and work to finalize changes. Fall Semester ends.
WINTER SCHEDULE			2nd draft due to scheduling and drafts returned to schools for final revisions.	Final revisions are due to scheduling. Schools make final review.	Final revisions due to scheduling, schools make final reviews and load plans are due. Schedule uploaded to website.	
SPRING SCHEDULE			Schools make revisions and return 1st draft to scheduling.		Final revisions due to scheduling, schools make final reviews and load plans are due. Schedule uploaded to website and published.	
SUMMER SCHEDULE		Summer Session ends				
CTEA FUNDING (Formerly VTEA)	Funding available. 4th quarter report.	Final report submitted		2nd quarter report submitted		

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