

**College of the Desert**  
**2025-2026 Annual Planning Calendar**

*Revised Spring 2025*

**JULY - DECEMBER**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>BUDGET</b>	New budgets and fiscal year begin		Current fiscal year budget reconciled and approved by the Board of Trustees			Mid-year budget review
<b>STAFF PRIORITIZATION</b>			Staff Prioritization takes place  Staff Prioritization results shared with Budget Subcommittee, College Planning Council, and Superintendent/President			
<b>FACULTY PRIORITIZATION, STAFF PRIORITIZATION, AND EQUIPMENT/TECHNOLOGY PRIORITIZATION</b>				Faculty and staff positions announced for recruitment  Funded equipment/technology requests announced for purchase		
<b>SUMMER SCHEDULE † FALL SCHEDULE †</b>					Program planning  FTES projections	First drafts
<b>WINTER SCHEDULE † SPRING SCHEDULE †</b>		Second drafts		Third drafts	Schedules published  Registration opens	

† Schedule preparation timelines are fluid and subject to change, based on District needs.

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**JANUARY - JUNE**

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>BUDGET</b>	Governor's budget announced	Budget review		New department budgets submitted to Fiscal Services	Purchasing deadlines  May revise announced	
<b>ANNUAL PROGRAM REVIEW*</b> Program Review Updates (PRUs) Program Enhancement Plan Updates (PEP-Ups)			PEP-Ups due/PRUs due  Documents posted on portal			
<b>PROGRAM ENHANCEMENT PLANS (PEPs)</b> 5-Year Comprehensive Planning Review			PEPs due  Documents posted on portal			
<b>FACULTY PRIORITIZATION</b>	Recruitments and Hirings					
<b>FACULTY PRIORITIZATION AND EQUIPMENT/TECHNOLOGY PRIORITIZATION</b>				Faculty Prioritization takes place  Equipment/Technology Prioritization takes place  Mid- to late May: Faculty Prioritization and Equipment/Technology Prioritization results shared with Budget Subcommittee, College Planning Council, and Superintendent/President		
<b>SUMMER SCHEDULE †</b> <b>FALL SCHEDULE †</b>	Second drafts	Third drafts	Schedules published  Registration opens			
<b>WINTER SCHEDULE †</b> <b>SPRING SCHEDULE †</b>					Program planning  FTES projections  First drafts	

\* PRUs are completed by Student Services and Support Services. PEPs/PEP-Ups are completed by Instructional programs.

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