

Santa Rosa Junior College
Program and Resource Planning Process (PRPP)
Timeline of Activities
2015/16 Planning Cycle

November 2014	<ul style="list-style-type: none"> ▪ Supervising Administrators/Managers notify the Vice Presidents of any changes to the editor or approver lists ▪ Program/units request any changes to the program/unit configuration (requires approval of Supervising Administrator and Vice President)
December 2014	<ul style="list-style-type: none"> ▪ 2014 PRPPs rolled to 2015 by December 24th ▪ "Core Data" posted on SharePoint for all units
January 2015	<ul style="list-style-type: none"> ▪ IPC launch of 2015/16 PRPP cycle ▪ "Academic Data" posted on SharePoint for all Academic units ▪ FT/PT ratios, faculty within retirement range and curriculum currency posted on SharePoint ▪ All units working on PRPP for 2015/16
February 2015	<ul style="list-style-type: none"> ▪ Any additional or unique data provided by Vice Presidents to their components ▪ Training – Monday, February 23, 9-11 am – Doyle 4420 ▪ All units working on PRPP for 2015/16
March 2015	<ul style="list-style-type: none"> ▪ Distribution of 2015/16 Budget Development Worksheets on or before March 3rd to be used in conjunction with PRPP ▪ Training – Monday, March 23, 3-5 pm – Doyle 4420 ▪ Training – Friday, March 27, 1-3 pm – Mahoney Computer Lab ▪ Continue working on PRPP for 2014/15
April 2015	<ul style="list-style-type: none"> ▪ Training – Friday, April 3, 10-12 pm – Doyle 4420 ▪ Training – Tuesday, April 7, 3-5 pm – Location TBD ▪ On or before Wednesday, April 15th deadline for PRPP for all programs/units – For Academic Affairs deadline for all Section 2 resource requests ▪ Dialogue between supervising administrators/managers and program/units
May 2015	<ul style="list-style-type: none"> ▪ Budget Development Worksheets due to accounting May 5th for incorporation into the Tentative Budget ▪ Academic Affairs clusters, Student Services, and Petaluma Campus discuss priorities for faculty, non-faculty staffing, instructional equipment, non-instructional equipment and technology, facilities, and budget requests ▪ All other component areas engage in dialogue with their units and prioritize requests for non-faculty staffing, non-instructional equipment and technology, facilities and budget requests ▪ Feedback on PRPP process/template from editors and approvers via Section 6.2b ▪ For Academic Affairs – Sections 3, 4, and 6 due Friday, May 15th ▪ Supervising Administrators/Managers approve program/unit level 2015 PRPP reports on or before May 31st
June – August 2015	<ul style="list-style-type: none"> ▪ Deans submit their PRPPs for VPAA review by Thursday, June 18th ▪ Academic Affairs schedules retreats for prioritization ▪ Component Administrators review PRPP documents, draft and discuss component-level prioritizations for 2015/16 (budget, non-faculty staffing, instructional equipment, non-instructional equipment and technology, facilities and institution-wide initiatives) ▪ Cabinet Administrators Retreat (August) ▪ Incorporation of Component budgetary decisions into the Adopted Budget