

**Meeting Notes**  
**Process Timelines Review**  
**Monday, November 9, 2015, 10:30 a.m.**  
**Board Room**

Attendees:

David Zielinski, Dean of Arts, Letters and Learning Services  
Tina Aguirre, Dean of Health & Safety  
Efrain Silva, Dean of Economic and Workforce Development  
Linda Amidon, Administrative Assistant to the CIO/ALO  
Dixie Krimm, Curriculum/Academic Systems Specialist  
Melody Chronister, Schedule Publication/Academic Systems Specialist



- The faculty recruitment/hiring process is also impacted; the college has traditionally begun recruitment late, after most colleges have completed recruitment/hiring; recommendation was made to offer the retirement incentive earlier (in December) to address this issue (impacts hiring of replacements only); CBO Lau indicated this could possibly be accomplished this year, he will discuss with President's Cabinet
- A personnel listing will be provided earlier, in October instead of November, following the first full payroll in September
- Recommendation was made to include a variance analysis in the budget development timeline: one at the end of February when the first budget draft is generated, and another at the end of March

## Program Review, Curriculum, Enrollment Management, and Budget Development Timelines

	PROGRAM REVIEW	CURRICULUM	SCHEDULE DEVELOPMENT	BUDGET DEVELOPMENT
JUL	<ol style="list-style-type: none"> <li>Dir. Inst. Research prepares DATA for program review</li> </ol>		<ol style="list-style-type: none"> <li>Jul 30, EMTF reviews recommendations from SS, FTES targets, faculty avail, and budget constraints to confirm scheduling parameters</li> <li>Fall Regis begins</li> <li>Enrollment monitored and action is taken to meet high demand</li> </ol>	
AUG	<ol style="list-style-type: none"> <li>DATA distributed for Program Review</li> <li>Program Review <b>begins</b></li> </ol>	<ol style="list-style-type: none"> <li>Aug 30, DE Cmte. deadline – anyone interested in developing online, must submit before</li> </ol>	<ol style="list-style-type: none"> <li>Aug 25, schedule templates sent to Deans and Chairs to prepare next</li> </ol>	

## Program Review, Curriculum, Enrollment Management, and Budget Development Timelines

---

recommendations to  
BFPC



## Program Review, Curriculum, Enrollment Management, and Budget Development Timelines

