

2016-2017 APU CALENDAR

<u>Task</u>	<u>Responsible Party</u>	<u>Due Dates</u>	<u>IPB CALENDAR</u>
Summer APU Work	Researcher, Department Chairs	18-Aug	Pre-Planning
Pre-Planning and Flex Day	College-wide	Aug 18-19	
APU due	Department Chairs/Program Directors	30-Sep	Intensive Planning
Dean/Manager Review	Dean/Manager	7-Oct	
Training: CEMPC - Validation Process and Rubrics		10-Oct	
APU Validation	CEMPC or Sub-Committee	31-Oct	
Notes: CEMPC will validate all APU's and return to the department by 10/31 . CEMPC will return the APU and validation notes, indicating 'accepted' or 'needs revisions.'			
APU Revisions (if needed)	Department Chairs/Deans	7-Nov	
Notes: Revisions are discussed and finalized with the Dean or manager. Copy of final report forwarded to Samantha for filing.			
Resource Request Summary	Deans/Managers	14-Nov	
Training: Managers - Resource Request Prioritization Rubric		15-Nov	
Resource Request Prioritization by Management Team	Deans/Managers	30-Nov	
Note: Management team will forward prioritized resources to President's Office by 11/23. President's Office will combine into one list and forward to Governance Committees by 11/30.			
Training: All Governance Committees - Governance Resource Request Review and Recommendation Process		30-Nov	Budget Development
Resource Request Review #1	CEMPC, MTC, CFC	31-Dec	
Faculty and Staff Prioritization	Academic Senate, Classified Senate	31-Dec	
Resource Request Review #2	CEMPC, MTC, CFC	28-Feb	
College Council Review of Recommendation to President of 17-18 Resource Requests	College Council	28-Feb	
Communicate Funded Requests to the College, Finalize New Faculty Hires	President	Feb-17	
Review Budget Template, Submit to Governance Groups, Forward to President for Approval	Participatory Governance Committees, President	Feb-April 2017	Budget Finalization
Preliminary Budget submitted to District	President	Apr-17	
District informs College of Budget Revisions	District	May-17	
Budget finalized	District	May-June 2017	