

**Leeward Community College**  
**Integrated Planning & Budgeting Process 2017-2018**

**Timeline and Responsibilities**

| Timing                     | Activity  | Due Date   |
|----------------------------|---|------------|
| August/<br>September       | <p><b>Planning Process Guidelines and Tools Distributed by OPPA</b><br/>                     ARPD data is distributed to <b>Program Coordinators</b>.<br/>                     Planning templates and new Revenue Generating Account template are distributed to <b>Account Holders</b>.<br/>                     Program Review discussions occur at the program level.</p>  | 9/30/2017  |
| September thru<br>November | <p><b>Training is Provided by Institutional Effectiveness Officer (IEO)</b><br/>                     Training sessions are offered to <b>program coordinators, unit heads, and those submitting an ARPD</b>.<br/>                     Special work days may be scheduled or requests for one-on-one training is available.</p>  | 11/30/2017 |
| October thru<br>November   | <p><b>ARPDs, Planning Lists, and Revenue Generating Account Templates are Completed</b><br/> <b>Campus programs, units, and areas</b> complete ARPD, or CRE (if required). This collaborative process involves all members of the program, unit, or area.<br/>                     Final ARPD or CRE is submitted to <b>OPPA</b>, and ARPDs are uploaded to UHCC system site, if required.<br/>                     Revenue Generating Account templates are submitted to <b>VCAS</b>.</p>  | 11/30/2017 |
| December                   | <p><b>Review of APRDs by IEO and Deans</b><br/> <b>Deans</b> write Executive Summary for their respective areas.<br/> <b>IEO</b> ensures all required documents are completed and submitted by the deadline to UHCC system site.</p>  | 12/15/2017 |
| January                    | <p><b>Instructional Areas Prioritize Resource Request Lists (formerly Planning Lists)</b><br/>                     Each of the <b>Instructional Areas</b> prioritize their own resource requests.<br/>                     Instructional areas include six instructional divisions, Wai'anae Moku, OCEWD, and NH Student Support Program.<br/>                     Instructional Resource Request Lists are submitted to <b>OPPA</b>.<br/>                     Instructional Resource Request Lists are shared with <b>Support Areas</b>.</p> | 1/31/2018  |
| February                   | <p><b>Prioritization of Resource Request Lists by Area</b><br/>                     Each <b>Area</b> creates an overall prioritized resource request list.<br/>                     Areas include Instruction, Academic Services, Student Services, and Administrative Services.<br/>                     The four Area Prioritized Resource Request Lists are submitted to <b>OPPA</b>.</p>  | 2/28/2018  |
| March                      | <p><b>CREs are Reviewed</b><br/> <b>Appropriate Dean or VCAS</b> will review and provide feedback to the submitted CREs.<br/> <b>OPPA</b> posts the CREs on the campus website to share with the campus community.</p>  | 3/15/2018  |
| March                      | <p><b>Create Draft Institutional Priorities List</b><br/> <b>Administration</b> reviews and prioritizes all of the resource requests into a draft Institutional Priorities List.<br/> <b>VCAA</b> shares the four Area Prioritized Resource Request Lists and the draft Institutional Priorities List with the campus community.</p>  | 3/30/2018  |
| April                      | <p><b>Governance Groups Review Draft Institutional Priorities List</b><br/> <b>Campus Council</b> distributes the draft Institutional Priorities List to its members for review and dissemination.<br/> <b>Faculty Senate</b> distributes the draft Institutional Priorities to its members for review and provides a recommendation to Campus Council.</p>   | 4/30/2018  |
| May                        | <p><b>Campus Council approves Institutional Priorities List</b><br/> <b>Campus Council</b> makes final recommendation for Institutional Priorities List to Chancellor.<br/> <b>Campus Council</b> votes on the recommended Institutional Priorities List at the last meeting of the academic year.</p>  | 5/7/2018   |
| May                        | <p><b>Review and Approval of Institutional Priorities List</b><br/> <b>Chancellor</b> reviews recommendations and approves final Institutional Priorities List.</p>   | 5/15/2018  |
| September to<br>October    | <p><b>Budget decisions and Details Communicated</b><br/> <b>VCAS</b> provides campus update at convocation and distributes annual budget through email.</p>   | Fall 2019  |