

- Division plans were thoroughly revised to be more streamlined, as well as an executive summary added to enable connection to district level goal-setting and district operational budgets.
- Addressing its recommendation from the 2018 institutional self-evaluation “In order to improve institutional effectiveness, the college should develop evaluation criteria for resource allocation decisions,” the budget development committee developed a rubric to rate budget requests on a variety of factors and dimensions, including relevance, innovation, and planning justification.
- This rubric was deployed alongside budget development discussions and recommendations in 19-20 and 20-21 for refinement and implementation in 21-22 for AY 22-23 budget planning.

As an ongoing process, the planning cycle is evaluated annually by means of an assessment report completed by the committee (this document) and through a survey distributed to all internal stakeholders. Results of these self-assessments and surveys are annually reported out in the College Report card. Changes in the process are not made between cycles, allowing thorough time for planning and implementation.

### Continued Progress

In 20-21, the budget development committee continued to refine its rubric for rating budget requests on a variety of factors and dimensions, including relevance, innovation, and planning justification. For a second year, it was employed alongside budget decisions to determine its usefulness and effectiveness. Also in 20-21, new budget software was identified, purchased, and readied for implementation in the 21-22 integrated planning process for AY 22-23 planning.

In addition, 20-21 also saw the first comprehensive review and revision of the integrated planning process and template. Prior years had seen tinkering around the edges. This process involved gathering feedback from the primary users of unit administrators and faculty chairs as well as recommendations from the program review and outcomes assessment committees. Discussion was held at IEC to recommend the changes.

### Goals

- Implement the budget development rubric for AY 22-23 planning. (Held over from the prior year.)
- Implement new budget software for AY 22-23 planning.
- Implement the new integrated planning and template for AY 22-23 planning.

### Evidence

Annual Unit Plan Web-Input Form (screen capture)  
Annual Section Plan Web-Input Form (screen capture)  
Annual Division Plan Web-Input Form (screen capture)  
Drop-down SLO themes in web-input forms (screen capture)  
Sample Annual Unit Plan budgets