This process includes the following steps:

1. **Review and Refine Process.** Each year the Planning and Budget Committee reviews and, as necessary, refines the process. The Accreditation Follow-Up Survey is used to help assess the process.

2. **Prioritize Faculty Hiring Requests.** The prioritization for new faculty occurs before the submission of unit plans based on the need to get positions advertised in early January. The hiring process takes place in the spring.

3. **Begin Unit Planning.** The Planning and Budget Committee develops Unit Planning Guidance to focus departments as they develop unit plans. This guidance also includes general criteria for prioritizing resource requests. Departments then develop unit plans. As they develop future development strategies as part of unit planning, departments ensure that these are aligned with the Strategic Direction, Program Review, and Student/Program Learning Outcomes. Unit plans are normally submitted in late January.

4. **Submit Unit Plan, Admin Program Reviews and SLO Reports.** Departments submit their unit plans and administrative areas submit program reviews using the online unit planning system by the date established in the unit planning guidance. These unit plans are reviewed by the appropriate deans, directors, and vice president and the approved augmentation requests are then consolidated for the President’s Leadership Team. SLO Reports are submitted using the Outcomes Assessment Module in CurricUNET. Programs are responsible for ensuring that resource requests identified during program review and outcomes assessment are included in the unit plan.

5. **Refine Strategic Direction.** In Spring, during non-planning years, the Educational Master Planning Committee reviews and refines the Strategic Direction so that it is finalized and approved so that departments can refer to it as they do their unit planning in the subsequent Fall. This process also includes a review, and if necessary, a refinement of the standards and goals for student achievement as well as college goals aligned with the overall goals of the system.

6. **Prioritize Augmentation Requests.** In the Spring the resource requests identified during are prioritized based on the general priorities identified in the Unit Planning Guidance. Requests are prioritized by department, dean/director, vice president, and by the President’s Leadership Team. The Planning and Budget Committee reviews the resulting list, recommends refinements if necessary, and recommends the approval of the refined list.

7. **Communicate Prioritization Results to Departments.** Each department submitting a request for resources is informed, through the automated unit planning process, of the status of its request. Deans and Directors are encouraged to discuss the status of requests face-to-face with department chairs and coordinators.

8. **Develop Budget.** In the summer the college staff prepares a tentative budget for the Board. The Board Budget Criteria is used to guide the staff as it develops the tentative budget.
9. **Approve Final Budget.** After the state budget is finalized the staff updates the tentative budget and presents it to the Board for final approval.