College of the Desert
2024-2025 Annual Planning Calendar
JULY - DECEMBER

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BUDGET	New budgets and fiscal year begin		Current fiscal year budget is reconciled and approved by the Board of Trustees			Mid-year budget review
ANNUAL PLAN* Program Review Update (PRUs) Program Enhancement Plan Updates (PEP-Up)		Data generated for upcoming PRUs and PEP-Ups				
STAFF PRIORITIZATION			Staff Prioritization takes place**			
FACULTY PRIORITIZATION, STAFF PRIORITIZATION, AND EQUIPMENT/TECHNOLOGY PRIORITIZATION				Faculty and staff positions announced for recruitment Funded equipment/technology requests announced		
FALL SCHEDULE					Schools receive scheduling timeline and materials.	Schools submit proposed draft. Schools receive first draft and finalize changes.
WINTER SCHEDULE			2nd draft due to scheduling, and drafts returned to schools for final revisions.	Final revisions are due to scheduling. Schools make final review.	Final revisions due to scheduling, schools make final reviews, and load plans are due. Schedule uploaded to website.	
SPRING SCHEDULE			Schools make revisions and return 1st draft to scheduling.		Final revisions due to scheduling, schools make final reviews and load plans are due. Schedule uploaded to website and published.	

*PRU are completed by Student Services and Support Services. PEPs/PEP-Ups are completed by Instructional programs.

**Pending College Planning Council approval of timing change; 1st and 2nd readings scheduled for May 10, 2024, and May 24, 2024, respectively.

College of the Desert
2024-2025 Annual Planning Calendar
JANUARY - JUNE

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BUDGET	Governor's budget announced	Budget review		New department budgets submitted to Fiscal Services	Purchasing deadline May revise announced	
ANNUAL PLAN* Program Review Updates (PRUs) Program Enhancement Plan Updates (PEP-Ups)			PEP-Ups due/PRUs due Documents posted on portal			
PROGRAM ENHANCEMENT PLAN (PEP) 5-Year Comprehensive Planning Review			Complete and submit PEPs			
FACULTY PRIORITIZATION	Recruitments and Hirings Continue					
FACULTY PRIORITIZATION, STAFF PRIORITIZATION, AND EQUIPMENT/TECHNOLOGY PRIORITIZATION			Institutional Effectiveness distributes resources for Faculty Prioritization, Staff Prioritization, and Equipment/Technology Priorization	Faculty Prioritization takes place Equipment/Technology Prioritization takes place Mid- to late May: Prioritization results shared with Budget Subcommittee, College Planning Council, and Superintendent/President		
FALL SCHEDULE	Schools receive first draft and finalize changes	Schedules returned to schools for final review, and final revisions are due. Load sheets are due.		Schedule uploaded to website and published		
SPRING SCHEDULE					Schools receive scheduling timeline and materials.	Schools make revisions and return draft to scheduling.
SUMMER SCHEDULE	Schools receive scheduling timeline and materials.	Schools submit proposed draft. Schools receive first draft and finalize changes.	Schedules returned to schools for final review, and final revisions are due. Load sheets are due.	Schedule uploaded to website and published.		

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