**Timeline**

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| Month | Activity |
| June/July | Summer |
| August | Summer |
| September  | 1. Review mandate and charge for PIEAC.
2. Orientation for new members.
3. Review the Educational Master Plan and other college plans.
4. Track progress on achieving goals and objectives
5. Establish a task force to review the college mission and vision statements (every even fall semester).
6. Receive updated college statistics and external data.
7. Create a plan of work for the school year, including presentations from programs, departments, and other groups through the fall semester.
8. Develop a planning calendar and distribute college-wide.
9. Review previous year’s budget report, including ending balance reports for general and ancillary funds.
10. Review unfunded requests from previous year and forward additional resource allocation recommendations, if applicable, to the Budget Committee.
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| October | 1. Final ending balance updated provided to PIEAC and Budget Committee.
2. Ending balance funding increases considered by PIEAC and Budget Committee.
3. Review final additional resource allocations and forward to College Council and President.
4. Enrollment management report.
5. Update on funded current year one-time requests.
6. Review and modify, if necessary, identified Key Performance Indicators.
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| November | 1. Semi-annual update on general and ancillary operations.
2. Finalize review of mission and vision statements (every even fall semester).
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| December |  1. Institutional Effectiveness Report 2. Hold public forum and/or town hall.  |
| January | Intersession |
| February | 1. Receive report from Program Review (first meeting in spring).
2. Receive 3 Wing plan presentations.
3. SLO’s assessment reports.
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| March | 1. Prioritize resource requests based on Wing input, stakeholder concerns/issues, and recommendations from Program Review (1st meeting in March).
2. Submit prioritized resource request to the Budget Committee which returns allocation recommendations to PIEAC (2nd meeting in March).
3. PIEAC reviews and approves recommendations from Budget Committee, and forwards them to College Council (by the end of March).
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| April | 1. College Council approves the recommendations and forwards them to Administrative Services for development into a proposed budget.
2. Administrative Services submits the proposed budget to the president for final approval; a copy of the tentative budget is sent to PIEAC as an information item.
3. Analyze and discuss the Institutional Effectiveness score card and prepare IE summary report.
4. Review and evaluate PIEAC processes and revise as necessary.
5. Present IE report to Academic Senate, Classified Senate, and Blue Ribbon Management Team.
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| May |  Emergency meetings only  |