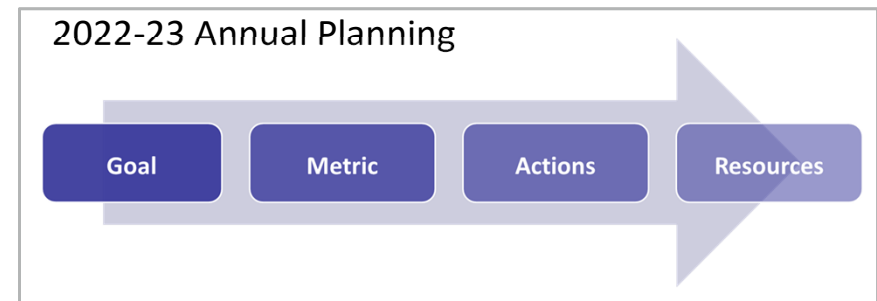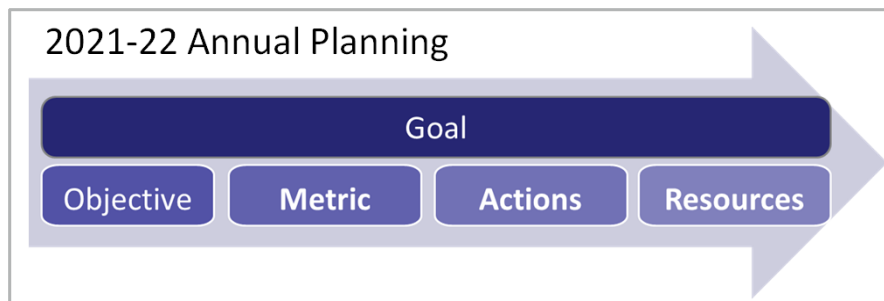# FY2022-23
Annual Planning Kick-off Meetings
- President's Office

INSTITUTIONAL RESEARCH & PLANNING

MARCH 2022

2022-23 Annual Planning:
Changes from 2021-22 Annual Planning Pilot

- Simplified the process and terminology
  - Eliminated objectives, but we will use **goal** as a broad term for "what do you want to do"

- Simplified Nuventive
  - Reduced the number of questions and simplified the layout
  - Created two separate forms in Nuventive for: 1) Annual Goals, 2) Funding Requests

2022-23 College-wide Goals

All areas have agreed to work together towards these common goals.

1. Support all ECC students in achieving their educational goals by removing **barriers**

2. Build an **inclusive teaching and equitable learning environment** that supports quality education for all

3. Promote a more **equitable educational experience for non-traditional students** to meet the needs of the workforce and to pursue employment opportunities

4. Build an innovative institutional environment that strives for **continuous improvement** for greater effectiveness, efficiency, and equity

5. Demonstrate **engagement and commitment** across ECC's community constituencies in pursuit of equitable student success

6. Implement strategies that contribute to an **increase in enrollment** towards our aspirational goal of 20,000 FTES by 2024-25   (new for 2022-23)

Preparing Annual Goals on Worksheets

Purpose of the worksheets

- To help with brainstorming and internal discussions in the department/program.
- To document annual plans so that they are ready to input into *Nuventive.*
- May be used for discussion with divisional dean.
- Completed worksheets **do not** need to be submitted to IRP.

Annual Planning Worksheet

Goals	Metric	Actions	Resources

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?

Annual Planning Worksheet

Goals	Metric	Actions	Resources
Annual Goal Title & Description *How was this goal informed by data?*	*How will we know when the goal has been achieved?*	*Actions needed to complete this goal*	*General description/text of the resources needed to execute an action and achieve a goal* *- Financial or non-financial* *- Existing and new resources*

■ ANNUAL GOAL

Annual Goal Title *

Annual Goal Description *

Annual Goal Status * ← "Annual Goal Status" is always ACTIVE for the current year.

Annual Planning Year(s) * ← Annual Planning Year = 2022-23

If applicable, how was this goal informed by data? ← If available, refer to data (e.g., client surveys, efficiency metrics) to provide context for the goal.

Please attach any examples of data used to inform this goal here.

Document Name

There are no documents attached

Metric: How will we know when the goal has been achieved? *

Action(s) needed to complete this goal

Resources needed to complete this action(s)

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?
	Describe the resources needed to complete actions and achieve goals (e.g., how many staff and what they will be doing, software)					

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?

One-time funding

Funding that supports a project occurring during a **specific time period**. Funding may be required for one or more years, although it will not need to continue past a specific date.

Ongoing funding

A request for a **budget augmentation** to the annual operating budget. If approved, the augmentation will **continue indefinitely** into the future.

Equipment replacement cycle

A request to fund **equipment with a specific lifespan** that should be replaced regularly.

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?

Which category most closely describes this funding request?

- Staffing

- Technology/software

- Instructional equipment

- Non-instructional equipment

- Furniture

- Facilities

- Contracts, services, memberships, travel and conferences

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Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?

In the rationale, please include:

For **ongoing or one-time** requests:
- How will this funding request support the annual goals of the department/program?
- What rationale for the funding request was provided in the last program review? If applicable, copy text from program review.
- If this is a one-time request that is needed for more than one year, please specify how much is needed for each year.

For **equipment replacement cycle** requests:
- Comment on the current status on the equipment and what are the most critical needs in the next academic year.

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	**Does this funding request address a risk?**	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?
	YES or NO Risk Definition: The funding request is fully and directly related to eliminating, preventing or reducing a known condition likely to result in: - harm, injury, illness, exposure, loss of life or destruction of property (health/safety risk) or - the likelihood of a lawsuit, fine, citation or reputational damage against the District (liability risk)					

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?
Annual Priority is a demographic population or condition that the College has identified as the area of focus for the annual planning year. For the 2022-23 academic year, the Annual Priority is **Black or African-American students**. This student population has been identified as a disproportionality impacted group in 4 out of 7 lagging indicators and in all leading indicators. Does this goal **intentionally and directly** contribute to the Annual Priority? **YES – directly** **YES – indirectly** **NO**						

Funding Request Worksheet

Funding Request Name	Type of Request	Funding category	Rationale	Does this funding request address a risk?	Does this funding request support this Institutional Annual Priority?	Was this funding request mentioned or derived from the last program review?
						YES NO N/A

Annual Planning Worksheet

For one-time or ongoing requests:	For equipment replacement cycle only:	
Amount requested for this annual planning year	Estimated total amount to replace all pieces of this equipment	Estimated number of years one piece of this new equipment will remain in useable condition

Next Steps

- Reflect on annual goals. Use the Annual Planning Worksheets for brainstorming and discussion purposes.

- Attend the Nuventive technical training meeting on April 1st

- Ensure 2022-23 Annual Plans are in Nuventive by April 15th

2022-23 Annual Planning & Budgeting Calendar

ANNUAL PLANNING PHASE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Managers receive guidance/instructions for the 2022-23 Annual Planning process for offices		By March 4							
Develop annual plans & complete worksheet			March						
Copy annual plans from the worksheet into Nuventive				by 4/15					
Prioritization of budget requests within **Areas**					By end of May				
Prioritization of budget request by **Cabinet**						June			
Fiscal Services identifies funding source for high priority budget requests to include in the tentative budget.						June - July			
Approve budget requests								Aug - Sept	
Final budget approved. Requestors notified of funding request approval.									9/15

Thank You

Questions?