

District Office Operational and Administrative Program Review Planning Calendar

The Annual Operation Plan (AOP) is completed each year by every department/unit of the District Office. All Department/Unit goals identified must be in alignment with the Districtwide strategic goals and objectives. Additionally, each District Office Department/Unit engages in the Administrative Program Review (APR) process every four years. The APR results in identification of Department goals and objectives that align with the Districtwide goals and feed the AOP process.

Timeline	Action	Responsibility
October – November	Provide Orientations for Departments Undergoing APR*	VCET
November – March	Undergo APR and Prepare Report	Department Manager with Staff
➤ November – December	Develop and implement core survey and other assessment tool(s) for APR <ul style="list-style-type: none"> • Prepare survey distribution list • Finalize and distribute survey • Research Department to tabulate and return results to department • Conduct analysis of survey and assessment results and summarize findings 	Department Manager and District Research
February - March	Complete AOP for upcoming FY and submit to reporting AVC, VC, or Chancellor	Department Manager with Staff
April 1 – April 15	Review and Prioritize Budget Requests Based on AOPs and APRs	VCAS and Resource Allocation Committee
June	Finalize AOP	Department Manager
July – June	Implement AOP	Department Manager with Staff
August	Report on Accomplishments from prior FY year AOP	Department Manager

The following table denotes the fiscal year ending period in which the subsequent three APRs are due for each District Office department/unit. Those with a 2014 year, completed their APRs in 2010.

Department	APR Year Ending
Accounting	2011, 2015, 2019
Administrative Services	2011, 2015, 2019
Audit Services	2014, 2018, 2022
Chancellor's Office	2014, 2018, 2022
Communications and Community Relations	2014, 2018, 2022
Education Programs and Services	2011, 2015, 2019
Facilities	2011, 2015, 2019
Human Resources	2011, 2015, 2019
Information Technology	2011, 2015, 2019
International Education	2014, 2018, 2022
Payroll	2011, 2015, 2019
Police Services	2014, 2018, 2022
Purchasing	2014, 2018, 2022
Research	2014, 2018, 2022