

**GENERAL FUND STRATEGIC BUDGET PLANNING PROCESS IMPLEMENTATION TIMELINE  
2017-2018 ACADEMIC YEAR**

[HTTPS://WWW.MNSU.EDU/PLANNING/SBP.HTML](https://www.mnsu.edu/planning/sbp.html)

TIMELINE	PROCESS/STEPS	COMMUNICATION POINTS
<b>Strategic Budget Planning Implementation Phase</b>		
Aug. / Early Sept. 2017	<ul style="list-style-type: none"> <li>Review of SBP Process Implementation Timeline (Council of Deans, Joint Budget, Planning, and Assess &amp; Eval Sub-Meet, Meet and Confer).</li> <li>Establish a communication platform (i.e. dashboard, web site) with current University budget and strategic investment and reduction information.</li> </ul>	Council of Deans (Aug. 2) Joint Sub-Meet (Aug. 31) Meet and Confer (Sept. 7)
<b>Data and Information Generation Phase</b>		
Early Sept. 2017	<ul style="list-style-type: none"> <li>Confirm roster of Programs (e.g. Program Inventory). Programs in consultation with Dean/VP identify <i>Programs/Units</i> for evaluation and <i>Program Type</i> for evaluation:                             <ul style="list-style-type: none"> <li>Undergraduate Award Completion Program</li> <li>Undergraduate Award Foundation Program</li> <li>Graduate Award Program</li> <li>Non-Academic Award Program/Unit</li> </ul> </li> <li>Offer Drop-In Question/Answer Sessions</li> </ul>	Council of Deans Cabinet
Mid-Sept. to Mid-Nov. 2017	<ul style="list-style-type: none"> <li>Academic Programs receive from Dean/VP draft criteria/indicator data by program. Consultation with Dean/VP and Academic Programs as needed on non-narrative portions of evaluation criteria.</li> <li>Programs complete narrative portions within evaluation criteria and submit to Dean/VP.</li> <li>Offer Workshop Support Sessions</li> </ul>	Meet and Confer (Oct. 5) Meet and Confer (Nov. 2) Council of Deans Exp. Cabinet (Sept. 25)
Late Oct. 2017	<ul style="list-style-type: none"> <li>Establish Strategic Budget Planning Process Sub-Committee.</li> </ul>	
<b>Initial Categorization Phase</b>		
Nov. 2017 to Jan. 2018	<ul style="list-style-type: none"> <li>Strategic Budget Planning Process Sub-Committee completes evaluation of narrative portions within the evaluation criteria.</li> <li>Narrative and non-narrative evaluation results merged to produce initial program category (<i>Investment, Maintenance, or Reduction</i>).</li> <li>Initial program category result communicated to the Program and respective Dean/VP.</li> <li>Offer Drop-In Question/Answer Sessions</li> </ul>	Meet and Confer (Dec. 7) Council of Deans Exp. Cabinet (Nov. 27)
Late Nov. 2017	<ul style="list-style-type: none"> <li>Establish Categorization Appeal Team.</li> </ul>	
<b>Final Categorization Phase</b>		
Jan.-Mar. 2018	<ul style="list-style-type: none"> <li>Programs have the ability to file an appeal (30 business days following notification) for review by the Categorization Appeal Team.</li> <li>Categorization Appeal Team review and decision communicated with the appealing Program and respective Dean/VP (30 business days following appeal submission).</li> <li>Final categorization of programs published internally.</li> <li>Offer Drop-In Question/Answer Sessions</li> </ul>	Meet and Confer (Jan. 4) Meet and Confer (Feb. 1) Meet and Confer (Mar. 1) Council of Deans Exp. Cabinet (Feb. 19)
<b>Process Review and Evaluation Phase</b>		
Sept. 2018	<ul style="list-style-type: none"> <li>Establish Process Review and Evaluation Team</li> </ul>	Meet and Confer Council of Deans Expanded Cabinet
Oct.-Dec. 2018	<ul style="list-style-type: none"> <li>Process and Evaluation Criteria and Indicators reviewed, updated, and published on the University's Strategic Budget Planning web site.</li> </ul>	Meet and Confer Council of Deans Expanded Cabinet