

GENERAL FUND STRATEGIC BUDGET PLANNING PROCESS TIMELINE 2021-2022 ACADEMIC YEAR

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

TIMELINE	PROCESS/STEPS	COMMUNICATION POINTS
<i>Strategic Budget Planning Implementation Phase</i>		
Sept. to Oct. 2021	<ul style="list-style-type: none"> • Review of SBP Process (Council of Deans, Joint Budget, Planning, and Assess & Eval Sub-Meet, Meet and Confer). • Final Review of SBP criteria, prompts and rubrics • Establish communication platform for process (Teams site) 	Meet and Confer (Sept. 2) Joint Sub-Meet (Sept. 28) Meet and Confer (Oct. 7) Joint Sub-Meet (Oct. 26) Meet and Confer (Nov. 4)
<i>Data and Information Generation Phase</i>		
Oct. 2021	<ul style="list-style-type: none"> • Deans/VP confirm roster of Programs (e.g. Program Inventory for Academic Programs). Deans/VP in consultation with Programs identify <i>Programs/Units</i> for evaluation and <i>Program Type</i> for evaluation: <ul style="list-style-type: none"> ○ Undergraduate Award Completion Program ○ Graduate Award Program ○ Non-Academic Award Program/Unit 	Council of Deans Cabinet Information Sessions
Late Oct. – Jan. 31, 2022	<ul style="list-style-type: none"> • Deans/VP distribute narrative prompts for narrative portions of evaluation criteria. Narrative prompts available on Strategic Budget Planning Web Site and Teams Site. • Programs complete narrative portions and submit to Deans/VP by Monday, Jan. 31, 2022. • <i>For Academic Programs:</i> Deans/VP distributed non-narrative criteria/indicator data by program. Deans/VP and Academic Programs consult with Institutional Analytics as needed on non-narrative portions of evaluation criteria. 	Council of Deans Expanded Cabinet (Nov. 29) Meet and Confer (Dec. 9) Workshop Support Sessions
Nov. 2021	<ul style="list-style-type: none"> • Establish Strategic Budget Planning Process Sub-Committee. 	
<i>Initial Categorization Phase</i>		
Feb. 2022	<ul style="list-style-type: none"> • Strategic Budget Planning Process Sub-Committee completes evaluation of narrative portions within the evaluation criteria. • Narrative and non-narrative evaluation results merged to produce initial program category. • Initial program category result communicated to the Program and respective Dean/VP. 	Meet and Confer (Feb. 3) Council of Deans Expanded Cabinet (Feb. 21) Information Sessions
Jan. 2022	<ul style="list-style-type: none"> • Establish Categorization Appeal Team. 	
<i>Final Categorization Phase</i>		
Feb.-May 2022	<ul style="list-style-type: none"> • Programs have ability to file an appeal (30 business days following notification) for review by the Categorization Appeal Team. • Categorization Appeal Team review and decision communicated with the appealing Program and respective Dean/VP (30 business days following appeal submission). • Final categorization of programs published internally. 	Meet and Confer (Mar. 3) Expanded Cabinet (Mar. 21) Meet and Confer (Mar. 31) Meet and Confer (May 5) Council of Deans Information Sessions
<i>Process Review and Evaluation Phase</i>		
Sept. 2022	<ul style="list-style-type: none"> • Establish Process Review and Evaluation Team 	Meet and Confer Council of Deans Expanded Cabinet
Oct.-Dec. 2022	<ul style="list-style-type: none"> • Process and Evaluation Criteria and Indicators reviewed, updated, and published on the University's Strategic Budget Planning web site. 	Meet and Confer Council of Deans Expanded Cabinet