G R O S S M O N T
C O L L E G E

College Planning & Institutional Effectiveness
FA 2022 Memo & Timeline for Preparing &
Submitting Fall 2022 AUPs

All AUPs and accompanying resource requests must be submitted electronically using *Nuventive Improve*. **Since Fall 2022 AUPs will be submitted online in Nuventive, the CPIE Office will no longer distribute hard copy templates of the AUPs. Resource request forms are available in Nuventive to download.** Nuventive: solutions.nuventive.com

Once downloaded, the resource requests need to be filled out completely and uploaded into the document repository in Nuventive (see handout titled "How to Submit Resource Requests in Nuventive").

1. Annual Unit Plan (AUP) work can begin anytime—all users have 24/7access to *Nuventive*, so there is no need to wait until the last minute to complete AUPs.

2. **All AUPs and accompanying resource requests must be completed in *Nuventive* and reviewed by deans/supervisors/managers prior to 5:00 PM on Monday, October 3, 2022.**

3. **Deans/Supervisors/Managers** – Since your review of the AUPs must be done prior to Monday, October 3, at 5:00 PM, you need to set an internal deadline with your chairs/coordinators that will allow you the time to adequately review prior to October 3.

4. Resource Requests will be downloaded from Nuventive and distributed to the appropriate prioritization committees the week of October 3. Therefore, we cannot accommodate late submissions.

5. Questions? Please email Grossmont.CPIE@gcccd.edu

Important: Prior to the end of the spring semester, deans should consult with their chairs and coordinators about the following:

▪ **Facilities Project Requests (FPRs) require an extra step**—If a unit intends to submit a Facilities Project Request, the Dean/Supervisor must provide the FMO Director with a Feasibility Report request with all signatures completed by June 1 (See Section 1 of the FPR form). The FMO Director will distribute completed feasibility reports to the appropriate dean in September. If the feasibility report is approved, the FMO director will provide Section 2 of the application to the dean to complete.

- **Staffing Requests**—Deans/Supervisors provided the CPIE dean with preliminary number/type of staffing requests in June. The CPIE team used this information to collect necessary data for faculty staffing requests and this information has been distributed to deans/chairs. Please contact Joan Ahrens if you did not receive your faculty staffing request data: Joan.Ahrens@gcccd.edu

- **Instructional Deans**—Check in with Chairs/Coordinators to ensure they are following through with their SLO assessment timeline and preparing for any upcoming curricula review in the fall.

Fall 2022 Timeline

Wednesday, June 1	1) Due date for Deans to send Feasibility Reports for Facilities Project Requests to the Director of Facilities/Maintenance/Operations. Note: A Facilities Project Request may not be submitted with the Annual Unit Plan on October 1 without the approved Feasibility Report. 2) Due date for deans to provide preliminary information on staffing requests to the CPIE dean.
September 1 - 10	The Director of Facilities/Operations/Maintenance returns the Feasibility Reports to the Deans/Supervisors of the area where the request originated. If approved, the FMO Director will request that part two of the facilities project request be completed and submitted with the AUP by the October 3 deadline.
Friday, September 9	Due date for SLO/SSO/ASO liaisons to post results from Spring 2022 SLO/SSO/ASO assessments in Nuventive Improve. Instructional deans: Please ensure this work is taking place. **This work is needed to complete the sections requiring analysis of outcomes assessment results in the AUP.**
September 15 - 30	Deans/Supervisors collect and review completed AUPs in Nuventive Deans/Supervisors consult with Department Chairs/Coordinators to fill in any missing information. Send a copy of the Dean's Checklist and AUP to the appropriate Vice-President for information only.
October 3 by 5:00 PM	Deans/Managers Checklist due.
Thursday, October 6	Resource requests and accompanying AUPs are sent to prioritization committees.
October 7 – December 31	Participatory Governance committees review, discuss, and prioritize requests for one-time and ongoing resources. Recommendations submitted to College Council.