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

Office of College Planning & Institutional Effectiveness
Timeline for Preparing & Submitting Fall 2024 AUPs

All AUPs and accompanying resource requests must be submitted electronically using *Nuventive Improve*: solutions.nuventive.com by October 1, 2024.   Please note:

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 Tuesday, October 1, 2024. Please no late submissions.**
3. **Deans/Supervisors/Managers** – Since your review of the AUPs must be done prior to Tuesday, October 1, 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 1.
4. Resource Requests will be downloaded from *Nuventive* and distributed to the appropriate prioritization committees by Monday, November 4.
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 (FPR), the Dean/Supervisor must provide the FMO Director with a Feasibility Report request with all signatures completed before Tuesday, June 4. FPR Form Section 1—Application for Feasibility Study can be found here. 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. Both Parts 1 & 2 need to be submitted with the AUP.

▪ **Staffing Requests**—Deans/Supervisors need to provide the CPIE dean with preliminary information on the staffing requests that they intend to submit with their Fall 2024 AUPs. This allows CPIE time to gather the necessary data needed for applications. Please use the links below to indicate your area will be submitting a faculty and/or classified staffing request.

   o Form for notifying CPIE of intent to submit Faculty Staffing request in Fall 2024 can be found here.

   o Form for notifying CPIE of intent to submit Classified Staffing request in Fall 2024 can be found here.

- **Instructional Deans**—Check in with Chairs/Coordinators to ensure they are following through with their SLO assessment timeline. Spring 2024 assessment results are due in Nuventive by week 4 of the Fall 2024 semester.

Fall 2024 AUP Timeline

Tuesday, June 4	Due date for Deans to send Feasibility Reports for Facilities Project Requests to Loren Holmquist, Director of Facilities/Maintenance/Operations. FPR Section 1—Application for feasibility study can be found here. ***Note***: A Facilities Project Request may not be submitted with the Annual Unit Plan on October 1 without the approved Feasibility Report.
Friday, June 7	Due date for deans to provide preliminary information on Fall 2024 staffing requests to the CPIE dean. o Form for notifying CPIE of intent to submit Faculty Staffing request in Fall 2024 can be found here. o Form for notifying CPIE of intent to submit Classified Staffing request in Fall 2024 can be found here.
September 2 - 9	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 1 deadline.
Friday, September 13	Due date for SLO/SSO/ASO liaisons to post Spring 2024 SLO/SSO assessments in *Nuventive Improve*.
September 20 - 30	Deans/Supervisors collect and review completed AUPs in *Nuventive.* Deans/Supervisors consult with Department Chairs/Coordinators to fill in any missing information.
Tuesday, October 1	**All AUPs & Deans/Managers Checklists due in *Nuventive* by 5:00 PM**
Monday, November 4	CPIE sends resource requests and accompanying AUPs to prioritization committees.