



Office of College Planning & Institutional Effectiveness
2025
Annual Unit Planning Timeline

2025 AUP Submission Deadline: All Annual Unit Plans (AUPs) are due in [Nuventive Improve](#) on or before **Wednesday, October 1, 2025**. *Note: Submitting a Facilities Project Request involves a multi-step approval process (see timeline below).*

AUP Timeline

WHAT	DETAILS	Due Date
Facilities Project Request (FPR)— Feasibility Request (step 1 of 3)	If your unit plans to submit an FPR with your AUP on October 1, you need to request a Feasibility Study that will be done over the summer and returned to you in September. FPR Section 1 is the Feasibility Study Request. The study is needed to determine if a project has limitations, e.g., budget or space limitations. Send completed and approved requests to Loren Holmquist, Director of Facilities, Maintenance, and Operations. FPRs cannot be submitted with the AUP unless the Feasibility Study has been completed and approved (via set of required signatures). Link to FPR Section 1 (Request for Feasibility Study) .	Monday, June 2, 2025
FT Faculty Staffing Request	CPIE provides faculty staffing data to department chairs/coordinators/deans who are requesting a FT faculty position. The data should be used to support requests for FT positions. If your unit will be submitting a FT faculty request with your AUP in October, complete a data request using this link indicating intent to submit a FT Faculty Staffing Request. This allows the CPIE office the summer to prepare data needed to support requests in time for the October 1 AUP deadline.	Monday, June 2, 2025
Facilities Project Request (FPR)— Feasibility Request (step 2 of 3)	Director Holmquist will return Feasibility Study requests to deans/managers and/or department chairs (to be submitted with FPR Section 2 and AUP)	First Week in September 2025
Facilities Project Request (FPR)—Section 2 (step 3 of 3)	If Director Holmquist has approved and returned your Feasibility Study (FPR Section 1) to you (or your dean/manager), you may proceed with the FPR by completing Section 2 and submitting it with your AUP in Nuventive. You may not proceed with Section 2 of the FPR request without an approved Feasibility Study and the approval of your dean/manager. Please plan accordingly.	October 1, 2025
SLO/SSO Assessment Results	Upload assessment results from Spring 2025 semester along with action plan for improvement in <i>Nuventive Improve</i> . (To be completed by SLO discipline liaisons or by SSO program coordinator/lead). Posting results by September 19 allows time to include progress on previous action plans or providing new action plans after analyzing assessment results in AUPs due on October 1, 2025.	Week 4 of Fall 2025 semester (on or before

		September 19).
Six-year, comprehensive Academic Program Review	If your department/discipline is actively undergoing a six-year, comprehensive program review, you do not need to submit an AUP UNLESS you are requesting a resource (staffing, technology, FPR, etc.). If that is the case, you will need to complete the one-page AUP summary in Nuventive.	
2025 AUP & accompanying resource requests	All AUPs and resource requests from Academic Affairs, Student Services, and Administrative Services	October 1, 2025
Deans/Managers' AUP Checklist	Deans/Managers need to review AUPs and resource requests prior to October 1 deadline to ensure the requests are aligned with the college's strategic goals/priorities.	October 1, 2025
Resource Prioritization Process	The link to the AUP resource prioritization timeline can be found here.	
SLOs and Official Course Outlines	Instructional deans/department chairs: please ensure that in all course sections, syllabi contain the SLOs from the appropriate Course Outline of Record.	Prior to Fall 2025

RESOURCES

DESCRIPTION	LINK
Grossmont's AUP Cycle (graphic)	AUP Timeline Diagram_REV 110624.pdf
AUP Handbook	AUP Manual_REV 110824_v10.pdf
SLO Handbook	slo-handbook-gc-rev-053124.pdf
Link to FPR Section 1 – Feasibility Study	FPR 23.24 Section 1 Form.docx
Help with Using Data Dashboards	Using the Power BI Program Review Dashboard w video link_REV 070323.pdf
Nuventive Improve (for program review, AUPs, outcomes assessment)	https://solutions.nuventive.com/
SLO Coordinator	Karen.Hern@gcccd.edu
SSO Coordinator	Karolia.Macias@gcccd.edu
Need help with your AUP? Contact the CPIE Office	grossmont.cpie@gcccd.edu