

Lyles, Ashanti D.

From: Burzynski, Karen J.
Sent: Monday, January 05, 2015 9:49 AM
To: Aguiar, Aracely; Fierro, Judith; Kawashima, Gail; Lin, Helen; Lyles, Ashanti D.; Sloan, Barry; Sprague, Robert L.; Thompson, Linda J.; Tillberg, Rebecca W.; Walton, Kathy S.; Pracher, Mark; Apigo, Mary-Jo J.; Ichon, Eric; Arata, Michael; Bahta, Abraha; Chiang, Anna (CS Instructor); Dones, Carmen M.; Duke, Shalamon; Rouzan, Sherron; Leonard, Frances T.; Stapleton, Buck; Viramontes, Angel; Witucki, Jane E.; Robertson, Matthew G.; Foster, Adrienne A.; Matosic, Todd; Olvera, Donna L; Taylor, Alice; Lizares, Cristi; Boateng, Agyeman S.; Nesia, Vicky; Abu-Ghazaleh, Nabil S.; Long_Coffee, Michelle; Braxton, Phyllis; Jones, Walter C.; Davillier, Kimberly D.; Ludwig, Gerald; Lin, Ken; Jeter-Williams, Sheila; Shewfelt, Olga
Subject: Timelines/Tasks for this week and next
Importance: High

Hi All,

Here's the Timelines/Tasks for this week and next week.

For your convenience, the full Excel file is attached and will allow you to filter on any column. The format of the file will allow you to select a date range on which you can filter. To do this:

- clear the filter (in column A) by using the drop down and checking "Select All"
- enter start and end dates of the desired range (in cells D4 and E4, red font)
- go back to the filter dropdown and select "incld."

Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details
Admin. Staff	Winter	12/16/14, Tue	1/5/15, Mon	1	Semester prep. changes (e.g. room changes, new sections, cancellations.)	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)
Admin. Staff	Winter	12/17/14, Wed	1/5/15, Mon	1	Facilities mgmt. bookings	Review room bookings

Admin. Staff	Monthly (as needed)	-	1/5/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office
FYI	Winter	-	1/5/15, Mon		FYI	Winter classes begin
Deans, Admin. Staff	Spring	-	1/5/15, Mon	?	Instr. Asg's.	Distribute Spring Load Block and Office Hour forms to all faculty in their mailboxes and electronically.
V.P., Deans	Winter	-	1/5/15, Mon	?	Rosters- Census, Exclusion, Grade, PA	Send request to Michael Golterman to send a reminder to faculty that Exclusion Rosters are due (about a week in advance).
Depts/Divisions	?	-	1/6/15, Tue	?	Budget	Budget Prep Worksheets reflecting agreed priorities submitted to V.P.s
Academic Senate	1st & 3rd Tuesday	-	1/6/15, Tue	?	Committees	Academic Senate Executive Board meeting
V.P., Deans, Chairs, others	1st Tuesday	-	1/6/15, Tue		Div. Council	Divisional Council meeting
Chairs, Vice Chairs	Fall	12/17/14, Wed	1/7/15, Wed		Supervision Pay	Chairs and Vice Chairs verify with Deans that they have completed all their required evaluation responsibilities; and submit employee lists for Supervisor Pay.
Planning Committee	1st Wednesday	-	1/7/15, Wed	x	Committees	Planning and Institutional Effectiveness Committee meeting
Student Success / ATD Core Team	1st Wednesday	-	1/7/15, Wed	?	Committees	Student Success / ATD Committee meeting
???	Wednesdays	-	1/7/15, Wed	?	Committees	FPIP meeting
V.P., Deans, Helen, Karen	Wednesdays	-	1/7/15, Wed		FYI	Office of Instruction meeting
Deans, Admin. Staff	Wednesdays	-	1/7/15, Wed		FYI	Follow up of Office of Instruction meeting
Student Equity, Access and Completion Committee	2nd Thursday	-	1/8/15, Thu	x	Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)
FYI	Monthly	-	1/8/15, Thu		FYI	Payroll Lockout - Semi-monthly

Ara or Curriculum Asst.	Summer/Fall	12/10/14, Wed	1/9/15, Fri			Sched. prep.	Reviews course attributes from Camera Ready report for Summer/Fall, redlines corrections and submits to Karen
Eric Ichon	Summer/Fall	12/11/14, Thu	1/9/15, Fri			Sched. prep.	Eric Ichon reviews/refines online schedule for Summer/Fall and submits to Karen.
Admin. Staff	Each term- Daily thru 2nd week	12/15/14, Mon	1/9/15, Fri			Cancel classes	Distribute Winter enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Each term- Daily thru 2nd week	12/17/14, Wed	1/9/15, Fri			Cancel classes	Review Winter enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations.
Admin. Staff	Winter	12/18/14, Thu	1/9/15, Fri			Cancel classes	Enter Winter class cancelations on Protocol. Post signs on classrooms.
Admin. Staff	Winter	12/18/14, Thu	1/9/15, Fri			Cancel classes	Notify students, instructors and Student Services of cancelled classes for Winter.
Faculty	Winter	1/5/15, Mon	1/9/15, Fri		Wi 1	Syllabi	Syllabi due (1st week of instruction)
Deans, Chairs	Spring	1/5/15, Mon	1/12/15, Mon	?		Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.
Accreditation Steering Committee	2nd Monday	-	1/12/15, Mon	?		Committees	Accreditation Steering Committee meeting
Admin. Staff	Yearly	-	1/12/15, Mon			Notices	Send holiday closure announcement to faculty through academic affairs email for Martin Luther King day.
Faculty	Winter	-	1/12/15, Mon	?		Rosters- Census, Exclusion, Grade, PA	Faculty turn in exclusion rosters on or before due date (due date shall not be less than 8 calendar days after forms are distributed).
Karen	Summer/Fall	12/4/14, Thu	1/13/15, Tue			Sched. prep.	Karen exports Summer/Fall schedule " Camera Ready " report, formats, cleans up

Academic Senate	2nd & 4th Tuesday	-	1/13/15, Tue	?	Committees	Academic Senate meeting
Chief Admin. Officer	Quarterly	-	1/13/15, Tue	?	Facilities mgmt.	CAO of the campus provides quarterly report on projects underway to the WEC.
Chairs	Summer/Fall	1/2/15, Fri	1/14/15, Wed		Sched. prep.	Chairs submit department ads to Deans/Karen for Summer/Fall printed schedule
Karen	Summer/Fall	1/13/15, Tue	1/14/15, Wed		Sched. prep.	Sets up dummy sections on DEC for Summer/Fall, request District run program to set dates (e.g. census, LDTD...)
V.P.s	?	-	1/14/15, Wed	?	Budget	V.P.s forward Budget Prep Worksheets to Business Office reflecting only agreed priorities
???	Wednesdays	-	1/14/15, Wed	?	Committees	FPIP meeting
V.P., Deans, Helen, Karen	Wednesdays	-	1/14/15, Wed		FYI	Office of Instruction meeting
Deans, Admin. Staff	Wednesdays	-	1/14/15, Wed		FYI	Follow up of Office of Instruction meeting
Business Office	?	-	1/15/15, Thu	?	Budget	Budget prep data input begins
EMC	3rd Thursday	-	1/15/15, Thu	?	Committees	Student Success & Support Program (EMC subcommittee)
College President or designee, AFT Chapter President	Yearly	-	1/15/15, Thu	?	Elections / Selections / Appointments	President and AFT determine manner in which the elections for Adjunct Representatives takes place. Timing is not defined by contract (s/b before spring census).
Deans, Chairs, Admin. Staff	Winter	12/9/14, Tue	1/16/15, Fri		Instr. Asg's.	Review instr. asgs for Winter. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks...
Deans, Chairs, Admin. Staff	Winter	1/2/15, Fri	1/16/15, Fri		Sched. prep.	Review TBA sessions for Winter which must be converted to specific time/day by 2nd week of term.

Karen V.P. (via Karen)	Summer/Fall	1/9/15, Fri	1/16/15, Fri		Sched. prep.	1. makes changes per Eric (online) & Ara (headings) to " Camera Ready ", formats 2. creates supplemental pages (e.g. ACT, Online, Short-term...)3. makes pdf file available on the web, email faculty to review4. gives hardcopy to Deans for review.
Deans	Summer/Fall	1/14/15, Wed	1/16/15, Fri		Sched. prep.	Deans submit wrap to Graphic Artist and department ads to Karen for Summer/Fall printed schedule
V.P., Deans, Admin. Staff	Every other Friday	-	1/16/15, Fri		FYI	Academic Affairs - all staff meeting
Deans	Winter	1/12/15, Mon	1/20/15, Tue	?	Rosters- Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.
Faculty	Winter	1/7/15, Wed	1/21/15, Wed	?	Rosters- Census, Exclusion, Grade, PA	Faculty turn in census rosters for Winter.
Deans, Admin. Staff, Helen	Fall	1/7/15, Wed	1/21/15, Wed		Supervision Pay	Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly.
Deans, Chairs, Faculty	Summer/Fall	1/16/15, Fri	1/26/15, Mon		Sched. prep.	Faculty and Chairs and Deans review electronic copy of Summer/Fall class schedule and submit any egregious errors to Chairs

Chairs	Summer/Fall	1/16/15, Fri	1/27/15, Tue		Sched. prep.	Chairs review Summer/Fall class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen.
Deans, Chairs	Winter	1/2/15, Fri	1/30/15, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).
Kathy	Winter	1/2/15, Fri	1/30/15, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.

Regards,
Karen Burzynski
Academic Scheduling Specialist
West Los Angeles College
310-287-4297