

DRAFT

MASTER CALENDAR OF TIMELINES & TASKS - Academic Affairs & Office of Instruction

<--Enter dates to include in filter-->

1/11/16, Mon

1/23/16, Sat

Still needs to be reviewed against the new AFT contract

Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Chairs	Spring	1/4/16, Mon	1/11/16, Mon	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.
Deans, Chairs, Faculty	Summer/Fall	1/4/16, Mon	1/11/16, Mon		Sched. prep.	Faculty and Chairs and Deans review electronic copy of Summer/Fall class schedule and submit any egregious errors to	
Deans	Summer/Fall	1/8/16, Fri	1/11/16, Mon		Sched. prep.	Deans submit wrap to Graphic Artist and department ads to Karen for Summer/Fall printed schedule	
Accreditation Steering Committee	2nd Monday	-	1/11/16, Mon		Committees	Accreditation Steering Committee meeting	
Admin. Staff	Yearly	-	1/11/16, Mon		Notices	Send holiday closure announcement to faculty through academic affairs email for Martin Luther King day.	
Faculty	Winter	-	1/11/16, 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).	Art. 13.D.8.g.
Academic Senate	2nd & 4th Tuesday	-	1/12/16, Tue	?	Committees	Academic Senate meeting	
Chairs	Summer/Fall	1/4/16, Mon	1/13/16, Wed		Sched. prep.	Chairs review Summer/Fall class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen.	
V.P.s	Yearly	-	1/13/16, Wed	?	Budget	V.P.s forward Budget Prep Worksheets to Business Office reflecting only agreed priorities	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/13/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/13/16, Wed		FYI	Office of Instruction follow up meeting	
Karen	Summer/Fall	1/13/16, Wed	1/14/16, Thu		Sched. prep.	Removes URL used for schedule review from the web.	
Business Office	Yearly	-	1/14/16, Thu	?	Budget	Budget prep data input begins	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
College President or designee, AFT Chapter President	Yearly	-	1/14/16, 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	Art. 17.B.3.
Deans, Chairs, Admin. Staff	Winter	12/8/15, Tue	1/15/16, 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 banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
Deans, Chairs, Admin. Staff	Winter	1/4/16, Mon	1/15/16, Fri		Sched. prep.	Review TBA sessions for Winter which must be converted to specific time/day by 2nd week of term.	Audit requirement
Faculty	Winter	1/11/16, Mon	1/15/16, Fri	?	Rosters- Census, Exclusion, Grade, PA	Faculty turn in census rosters for Winter.	Art. 13.D.8.g.
Karen	Summer/Fall	1/13/16, Wed	1/15/16, Fri		Sched. prep.	Karen reviews final changes submitted by Chairs, and submits to Deans	
V.P., Deans, Admin. Staff	Every other Friday	-	1/15/16, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Yearly	-	1/18/16, Mon		Holiday	Martin Luther King Day	Art. 11, App. M
Deans	Winter	1/11/16, Mon	1/19/16, Tue	?	Rosters- Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
Deans, Admin. Staff	Spring	-	1/19/16, Tue	?	Ancillary Activity Asg's.	Enter assignments on SAP for D basis released time for processing grievances and implementation of Agreement, max 8.5 FTE (per AFT and Board).	Art. 8.I.
Academic Senate	1st & 3rd Tuesd	-	1/19/16, Tue	?	Committees	Academic Senate Executive Board meeting	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Technology Committee	3rd Tuesday	-	1/19/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	1/19/16, Tue	?	Committees	Transfer Committee meeting	
Deans, Admin. Staff	Yearly	-	1/19/16, Tue	?	Elections / Selections / Appointments	Send notification of Adjunct Representatives elections (request nominations). Timing is not defined by	Art. 17.B.3.
Admin. Staff	Monthly (as needed)	-	1/19/16, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Deans, Admin. Staff, Helen	Fall	1/6/16, Wed	1/20/16, Wed		Supervision Pay	Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay	
Deans	Summer/Fall	1/15/16, Fri	1/20/16, Wed		Sched. prep.	Deans review final Summer/Fall class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen.	
Distance Education Committee	3rd Wednesday	-	1/20/16, Wed	?	Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/20/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/20/16, Wed		FYI	Office of Instruction follow up meeting	
Admissions	Summer/Fall	1/11/16, Mon	1/21/16, Thu		Sched. prep.	Confirms Calendar Dates for Summer/Fall schedule, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC)	
Karen, Admin. Staff	Monthly	1/19/16, Tue	1/21/16, Thu		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: <ul style="list-style-type: none"> - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed... 	
FYI	Monthly	1/21/16, Thu	1/21/16, Thu		FYI	Payroll Lockout - Monthly	

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SEAC subcommittee	3rd Thursday	-	1/21/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Karen	Summer/Fall	1/20/16, Wed	1/22/16, Fri		Sched. prep.	1. Karen enters any changes from review of Summer/Fall schedule 2. sends MS Word file to Michelle/Clarissa	
District Office, President, V.P.s, Hansel...	Quarterly	-	1/22/16, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	1/22/16, Fri	?	Budget	Submit 2nd Quarter Report	
Deans, Chairs	Winter	1/4/16, Mon	1/29/16, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Winter	1/4/16, Mon	1/29/16, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	
Michelle, Clarissa	Summer/Fall	1/21/16, Thu	1/29/16, Fri		Sched. prep.	Graphic Artist submits draft cover and wrap for Summer/Fall to President, V.P. and Deans for review	
Deans	Winter	1/19/16, Tue	2/5/16, Fri	?	Rosters-Discipline for failure to return	Deans take action / disciplinary steps regarding failure to return rosters in timely fashion.	Art. 13.D.8.g.
Michelle, Clarissa	Summer/Fall	1/22/16, Fri	2/5/16, Fri		Sched. prep.	Graphic Artist completes layout of Summer/Fall schedule and submits Page Proofs to Karen for review	