

DRAFT

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

<--Enter dates to include in filter--> 8/31/15, Mon 9/12/15, 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
V.P. or designee, Chairs, Div. Members	Yearly	-	8/31/15, Mon	?	Div. Goals/Mgmt	At beginning of academic year, Chairs, their divisions and V.P. or designee establish annual goals for the division.	Art. 17.D.4.
FYI	Fall	-	8/31/15, Mon		FYI	Fall classes begin	
Admin. Staff	Fall	8/18/15, Tue	9/1/15, Tue		Semester prep.	Give instructor list to Reprographics to create mail boxes.	
Admin. Staff	Fall	8/18/15, Tue	9/1/15, Tue		Semester prep.	Inform IT of new hires and retirees so they can update phone and email registries.	
Admin. Staff	Fall	8/24/15, Mon	9/1/15, Tue		Facilities mgmt.	Review room bookings	
Karen	Winter/Spring	8/25/15, Tue	9/1/15, Tue		Sched. prep.	Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP)	
Admin. Staff, Michelle	Fall	8/25/15, Tue	9/1/15, Tue		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Karen	Winter/Spring	9/1/15, Tue	9/1/15, Tue		Sched. prep.	Karen informs Info. Tech. when d9500 is available	
Professional Learning Sub Committee	?	-	9/1/15, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	1st & 3rd Tuesd	-	9/1/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	9/1/15, Tue		Div. Council	Divisional Council meeting	
Deans, Admin. Staff	1-3 year cycle for each member	-	9/1/15, Tue	?	Evaluations	Request Fall evaluation schedule from chairs.	Art. 19.
Admin. Staff	Monthly (as needed)	-	9/1/15, Tue		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Faculty	?	-	9/1/15, Tue	?	Faculty obligations	Faculty must participate in the SLO Assessment Cycle.	Appendix Q. List A.7

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Faculty	?	-	9/1/15, Tue	?	Faculty obligations	Full-time faculty must participate on at least one college, district, or departmental committee or equivalent.	Appendix Q. List A.5
Admin. Staff	Yearly	-	9/1/15, Tue		Notices	Send holiday closure announcement to faculty through academic affairs email for	
Professional Learning Subcommittee	?	-	9/1/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Deans, Karen	Summer/Fall	-	9/1/15, Tue		Sched. prep.	Discuss Summer/Fall production schedule at the Divisional Council meeting	
Karen	Summer/Fall	8/31/15, Mon	9/2/15, Wed		Sched. prep.	Karen creates timeline for the next semester's schedule production	
Planning Committee	1st Wednesday	-	9/2/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	9/2/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	9/2/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	9/2/15, Wed		FYI	Office of Instruction follow up meeting	
Printer	Winter/Spring	8/24/15, Mon	9/3/15, Thu		Sched. prep.	Printer prepares Blue Lines for Winter/Spring schedule and submits for	
Karen	Winter/Spring	9/1/15, Tue	9/3/15, Thu		Sched. prep.	1. prepares final online schedule in Word 2. sends electronic file to Eric for posting on the web for Winter/Spring	
College Council	1st Thursday	-	9/3/15, Thu		Committees	College Council meeting	
Faculty	Fall	8/31/15, Mon	9/4/15, Fri	Fa 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
FYI	Monthly	-	9/4/15, Fri		FYI	Payroll Lockout - Semi-monthly	
FYI	Yearly	-	9/7/15, Mon		Holiday	Labor Day	Art. 11, App. M
Karen, Michelle	Winter/Spring	9/3/15, Thu	9/8/15, Tue		Sched. prep.	Karen and Michelle review Blue Lines.	
Karen	Winter/Spring	9/3/15, Thu	9/8/15, Tue		Sched. prep.	Makes Winter/Spring available on ESC	
Professional Growth Committee	?	-	9/8/15, Tue		Committees	Professional Growth Committee	per K. Manner

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Academic Senate	2nd & 4th Tuesday	-	9/8/15, Tue		Committees	Academic Senate meeting	
V.P. or designee, Deans, Admin. Staff	1-3 year cycle for each member	-	9/8/15, Tue	?	Evaluations	V.P. or designee sends notices to faculty members and their Chair/Supervisor of upcoming performance evaluations (at start of each semester).	Art. 19.E. Art. 19.P.
V.P., Deans	Fall	-	9/8/15, Tue	?	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).	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	9/9/15, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	9/9/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	9/9/15, Wed		FYI	Office of Instruction follow up meeting	
V.P., Deans	Winter/Spring	9/8/15, Tue	9/10/15, Thu		Sched. prep.	V.P., Deans and Karen review Blue Lines for Winter/Spring schedule and return to	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	9/10/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Admin. Staff	Fall	8/17/15, Mon	9/11/15, Fri		Cancel classes	Distribute Fall enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Fall	8/24/15, Mon	9/11/15, Fri		Cancel classes	Review Fall enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations.	Art. 12.F.
Deans, Chairs, Admin. Staff	Fall	8/24/15, Mon	9/11/15, Fri		Sched. prep.	Review TBA sessions for Fall which must be converted to specific time/day by 2nd week of term.	Audit requirement

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Admin. Staff	Fall	8/25/15, Tue	9/11/15, Fri		Cancel classes	Enter Fall class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Fall	8/25/15, Tue	9/11/15, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Fall.	Art. 12.F.
Admin. Staff	Fall	8/25/15, Tue	9/11/15, Fri		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
Michelle	Winter/Spring	9/10/15, Thu	9/11/15, Fri		Sched. prep.	Michelle returns Blue Lines for Winter/Spring schedule to printer with Academic Affairs - all staff meeting	
V.P., Deans, Admin. Staff	Every other Friday	-	9/11/15, Fri		FYI		
College President, AFT	Winter	-	9/11/15, Fri	?	Instr. Asg's.	Pres. shall establish a college Intersession Committee consisting of no less than 2 faculty members as determined by AFT campus rep's and no less than 3 administrators as determined by the Pres. (to serve as appeals committee regarding	Art. 15.D.
Chairs	Fall	8/24/15, Mon	9/14/15, Mon		Instr. Asg's.	Division Chairs update and submit seniority lists in electronic format to V.P. Deans (by the semester census date).	Art. 16. Art. 16.A.3. Art. 22.C-D.
V.P. or designee, Prob. Faculty Member, Chair, Division, Academic Senate, AFT Chapter Pres.	Yearly	8/26/15, Wed	9/14/15, Mon	?	Tenure Review	V.P. or designee appoints a tenure review committee within 20 days of a probationary faculty member's 1st day of service.	Art. 42.B.2. Appendix C
Michelle, Clarissa	Winter/Spring	9/11/15, Fri	9/14/15, Mon		Sched. prep.	Make Winter/Spring schedule available on website in pdf format.	
Deans, Program Directors	Summer/Fall	8/31/15, Mon	9/16/15, Wed		Sched. prep.	Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Summer/Fall schedules to Karen.	

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Deans, Chairs, Faculty, Academic Affairs Team	Summer/Fall	9/1/15, Tue	9/16/15, Wed		Sched. prep.	Divisions meet to discuss upcoming AFT deadlines and plans for Summer/Fall class schedule (preparation starts a year in advance), Academic Affairs team	Suggested
Deans, Chairs, Admin. Staff	Summer/Fall	9/1/15, Tue	9/16/15, Wed		Sched. prep.	Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty.	
Deans, Chairs, Admin. Staff	Fall	8/17/15, Mon	9/18/15, Fri		Instr. Asg's.	Review instr. asgs for Fall. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workblock/FTEF, banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
Info. Tech., Karen	Winter/Spring	9/11/15, Fri	9/21/15, Mon		Sched. prep.	Info. Tech. and Karen update Searchable Schedule programming for Winter/Spring and make available on website.	
Karen	Winter/Spring	9/11/15, Fri	9/22/15, Tue		Sched. prep.	Creates programs for Winter/Spring: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use...	
Faculty teaching D/DL	Winter/Spring (as needed)	9/2/15, Wed	10/2/15, Fri		Curriculum	Faculty planning to teach D/DL for the first time participate in D/DL training sessions and demonstrate proficiency.	Art. 40.B.
V.P. or designee	2 year cycle for each member	8/24/15, Mon	12/4/15, Fri	?	Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C.
Deans, Chairs	Fall	8/24/15, Mon	12/11/15, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement

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Kathy	Fall	9/1/15, Tue	12/11/15, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	