

# DRAFT

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

<--Enter dates to include in filter-->	<b>1/25/16, Mon</b>	<b>2/6/16, Sat</b>
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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
Facilities Committee	<del>3rd Monday</del>	-	1/25/16, Mon		Committees	Facilities Committee meeting	
Linda, others???	Spring	-	1/25/16, Mon	?	Directories	Update college website and printed directories with the names, departments, voicemail extensions, and e-mail address of all full-time and adjunct faculty.	Art. 13.D.14.
Deans, Admin. Staff	Spring	-	1/25/16, Mon	?	Instr. Asg's.	Distribute Office Hour forms to all faculty in their mailboxes and electronically.	Art. 13.A.1., Art. 13.C.4., Art. 13.D.8., Art. 15.
Academic Senate	2nd & 4th Tuesday	-	1/26/16, Tue	?	Committees	Academic Senate meeting	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	1/27/16, Wed	?	Committees	Resource Development Committee meeting	
President or designee, V.P. or designee	As needed	-	1/27/16, Wed	?	Evaluations (Administrative)	If an Administrative Evaluation follows a basic or comprehensive evaluation, it should commence within 30 working days of completion of that evaluation.	Art. 19.H-I Appendix C
President or designee, V.P. or designee	1-3 year cycle for each member	-	1/27/16, Wed	?	Evaluations (Administrative)	If Administrative Evaluation is initiated under Art. 19.H.1,2 or 3, it should commence by this date (within 30 working days of completion of basic or comprehensive evaluation).	Art. 19.H-I Appendix C
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/27/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/27/16, Wed		FYI	Office of Instruction follow up meeting	
Budget Committee	4th Thursday	-	1/28/16, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	1/28/16, Thu		Committees	Student Services Council	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
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	
V.P., Deans, Admin. Staff	Every other Friday	-	1/29/16, Fri		FYI	Academic Affairs - all staff meeting	
District Office	Fall	-	1/29/16, Fri		Supervision Pay	Supervisor Pay is issued by District Office (last pay period of semester)	Art. 17.F.6.
Admin. Staff	Spring	1/25/16, Mon	2/1/16, Mon		Instr. Asg's.	Distribute seniority lists to Division Chairs for update (from Fall, for Spring updates).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D.
V.P.s	Yearly	-	2/1/16, Mon	?	Budget	V.P.s reconcile budget with Preliminary Allocation	
Accreditation Steering Committee	<del>2nd Monday</del>	-	2/1/16, Mon		Committees	Accreditation Steering Committee meeting	
Admin. Staff	Monthly (as needed)	-	2/1/16, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Faculty	Spring	-	2/1/16, Mon	?	Instr. Asg's.	Faculty post their Spring office hours schedule and give copy to the V.P. of Academic Affairs.	Art. 13.C.4., Art. 13.D.8., Art. 15.
V.P. Tenure Review Committee	Yearly	-	2/1/16, Mon		Tenure Review	If Administrative Evaluation is needed it should commence no later than the 3rd week of the following semester, pending outcome of process, be presented to BOT before March 15.	Art. 42.C-E. Appendix C
Academic Senate	1st & 3rd Tuesd	-	2/2/16, 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
V.P., Deans, Chairs, others	1st Tuesday	-	2/2/16, Tue	?	Div. Council	Divisional Council meeting	
V.P., Deans, Admin. Staff	Spring	-	2/2/16, Tue		Semester prep.	Meet to discuss/prepare for 1st day/week of Spring classes	
Admin. Staff	Spring	1/27/16, Wed	2/3/16, Wed		Semester prep.	Phone calls to instructors to remind them when Spring term begins	
Budget Committee	Yearly	-	2/3/16, Wed	?	Budget	Budget Committee recommends budget to College Council	
Planning Committee	1st Wednesday	-	2/3/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	2/3/16, Wed	?	Committees	Student Success / ATD Committee meeting	
FYI	Monthly	-	2/3/16, Wed		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/3/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/3/16, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	2/4/16, Thu	?	Committees	College Council meeting	
Admin. Staff	Spring	-	2/4/16, Thu		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	
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	<del>1/22/16, Fri</del>	<del>2/5/16, Fri</del>		Sched. prep.	Graphic Artist completes layout of Summer/Fall schedule and submits Page Proofs to Karen for review	
Karen	Winter	2/1/16, Mon	2/5/16, Fri		Sched. prep.	Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF).	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty Professional Development Academy (West Connect)	???	-	2/5/16, Fri		Committees	Faculty Professional Development Academy (West Connect)	
Admin. Staff	Yearly	-	2/5/16, Fri		Notices	Send holiday closure announcement to faculty through academic affairs email for President's Days holidays.	
Faculty	?	-	2/5/16, Fri		Prof. Dev.	Spring summitt	per K. Manner
Michelle	Summer/Fall	-	<del>2/5/16, Fri</del>		Sched. prep.	Michelle faxes bids to printers, collects bids and determines lowest	
Admin. Staff	Spring	1/26/16, Tue	2/8/16, Mon		Semester prep.	Give instructor list to Mailroom to create mail boxes.	
Admin. Staff	Spring	1/26/16, Tue	2/8/16, Mon		Semester prep.	Inform IT of new hires and retirees so they can update phone and email registries.	
Admin. Staff, Michelle	Spring	2/1/16, Mon	2/8/16, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Karen	Summer/Fall	<del>2/5/16, Fri</del>	<del>2/9/16, Tue</del>		Sched. prep.	Karen reviews Summer/Fall Page Proofs then submits to Deans for review	
Michelle	Summer/Fall	<del>2/5/16, Fri</del>	<del>2/9/16, Tue</del>		Sched. prep.	Michelle submits PO request	
Admin. Staff	Spring	2/1/16, Mon	2/11/16, Thu		Facilities mgmt.	Review room bookings	
Chairs	Yearly	2/5/16, Fri	2/16/16, Tue	?	Budget	Helen provides the Budget Prep. Memo, Accounts and Employees Worksheets to the Deans for distribution.	
Admin. Staff	Spring	1/25/16, Mon	2/19/16, Fri		Cancel classes	Distribute Spring 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	Spring	2/1/16, Mon	2/19/16, Fri		Cancel classes	Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations.	Art. 12.F.

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Deans, Chairs, Admin. Staff	Spring	2/1/16, Mon	2/19/16, Fri		Sched. prep.	Review TBA sessions for Spring which must be converted to specific time/day by 2nd week of term.	Audit requirement
Admin. Staff	Spring	2/2/16, Tue	2/19/16, Fri		Cancel classes	Enter Spring class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Spring	2/2/16, Tue	2/19/16, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Spring.	Art. 12.F.
Admin. Staff	Spring	2/2/16, Tue	2/19/16, Fri		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
President, V.P., Deans	Summer/Fall	1/29/16, Fri	2/22/16, Mon		Sched. prep.	President, V.P. and Deans review/approve cover and wrap for Summer/Fall schedule	
Chairs	Spring	2/1/16, Mon	2/22/16, 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.
Deans, Chairs, Admin. Staff	Spring	1/25/16, Mon	2/26/16, Fri		Instr. Asg's.	Review instr. asgs for Spring. 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...	
V.P. or designee	2 year cycle for each member	2/1/16, Mon	5/13/16, Fri	?	Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C
Deans, Chairs	Spring	2/1/16, Mon	5/31/16, Tue		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement