

DRAFT

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

<--Enter dates to include in filter-->	1/18/16, Mon	1/29/16, Fri
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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
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 Tuesday	-	1/19/16, Tue	?	Committees	Academic Senate Executive Board meeting	
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 contract (s/b before spring census).	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 accordingly.	
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	

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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: - 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	
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	
Facilities Committee	3rd Monday	-	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	

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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	
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	

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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.
Admin. Staff	Spring	1/27/16, Wed	2/3/16, Wed		Semester prep.	Phone calls to instructors to remind them when Spring term begins	
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	
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	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.
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	
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...	