

DRAFT

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

<--Enter dates to include in filter-->	2/22/16, Mon	3/4/16, 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
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.
V.P., Deans	Yearly	2/16/16, Tue	2/22/16, Mon	?	Budget	Deans/VP review and approve the Budget Prep. Worksheets and forward to Helen for submission.	
Planning Committee	Yearly	-	2/22/16, Mon	?	Budget	Planning Council receives budget	
Facilities Committee	3rd Monday	-	2/22/16, Mon		Committees	Facilities Committee meeting	
SLO Committee	4th Monday	-	2/22/16, Mon		Committees	SLO Committee meeting	
V.P. or designee	1-3 year cycle for each member	-	2/22/16, Mon	?	Evaluations (Administrative)	Begin - Administrative evaluations (including Division Chair evaluations), the V.P. or designee shall solicit information and complete the evaluation.	Art. 19.J-M.
President or designee	1-3 year cycle for each member	-	2/22/16, Mon	?	Evaluations (Comprehensive)	For Comprehensive evaluations or tenure review, the President or designee shall appoint a peer review committee.	Art. 19.G.1. Art. 42. Appendix C
Academic Senate	2nd & 4th Tuesday	-	2/23/16, Tue		Committees	Academic Senate meeting	
Research Dean	Winter/Spring	2/8/16, Mon	2/24/16, Wed		Sched. prep.	Research Dean prepares and submits the allocation models for Winter/Spring to V.P., Deans, Karen	
V.P., Deans, Karen, Rebecca, Admin. Staff	Winter/Spring	2/8/16, Mon	2/24/16, Wed		Sched. prep.	Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations...	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	2/24/16, Wed	?	Committees	Resource Development Committee meeting	

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Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	2/24/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/24/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/24/16, Wed		FYI	Office of Instruction follow up meeting	
Adjunct faculty with seniority in the dept.	Yearly	2/22/16, Mon	2/25/16, Thu	?	Elections / Selections / Appointments	Ballots are due for the Adjunct Representative elections (during the week after census of each spring term).	Art. 17.B.3.
Karen	Summer/Fall	2/23/16, Tue	2/25/16, Thu		Sched. prep.	Karen updates Summer/Fall FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP	
Academic Senate	Yearly	-	2/25/16, Thu	?	Budget	Academic Senate receives budget presentation	
Budget Committee	4th Thursday	-	2/25/16, Thu	?	Committees	Budget Committee meeting	
Student Services	4th Thursday	-	2/25/16, Thu		Committees	Student Services Council	
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...	
President or designee, V.P. or designee, Prob. Faculty Member, Tenure Review Committee	1-3 year cycle for each member	2/8/16, Mon	2/26/16, Fri		Tenure Review (Administrative)	If Administrative Evaluation is needed, it should commence no later than the 3rd week of following semester (pending outcome, to be presented to Board of Trustees before March 15.	Art. 42.F. Appendix C
V.P., Deans	Winter/Spring	2/24/16, Wed	2/26/16, Fri		Sched. prep.	V.P. and Deans decide on allocation for Winter/Spring and finalize any special directions to be given to the Chairs, e.g. budget, required cuts or adds...	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
President or designee, Deans, Admin. Staff, AFT Chapter President	Yearly	2/25/16, Thu	2/26/16, Fri	?	Elections / Selections / Appointments	The Adjunct Representatives Ballots are counted and elections announced (during the week after census of each spring term).	Art. 17.B.3.
Karen	Summer/Fall	2/25/16, Thu	2/26/16, Fri		Sched. prep.	Sends Summer/Fall class schedules to DEC, requests DO create the d9500 files	
Business Office	Yearly	-	2/26/16, Fri	?	Budget	Budget uploaded	
Faculty being reviewed	1-3 year cycle for each member	-	2/26/16, Fri	?	Evaluations (Comprehensive)	The faculty member being reviewed may submit a timely challenge to the appointment of any one voting member of the peer review committee.	Art. 19.G.1.
V.P., Deans, Admin. Staff	Every other Friday	-	2/26/16, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Admin. Staff	Summer	-	2/26/16, Fri	Sp 3	Instr. Asg's.	Send notices to faculty to determine availability to teach in Summer (by end of 3rd week of prior semester).	Art. 15.A.2.
Michelle, Clarissa	Summer/Fall	2/23/16, Tue	2/29/16, Mon		Sched. prep.	Graphic Artist completes any corrections to Page Proofs for Summer/Fall schedule and sends electronic file to Printer	
Karen	Winter/Spring	2/26/16, Fri	2/29/16, Mon		Sched. prep.	1. requests the district prepare Winter/Spring for rollover on PeopleSoft; 2. requests program schedules from the deans (i.e. Alcalá-ACT, Eric- International	
Peer Review Committee	1-3 year cycle for each member	-	2/29/16, Mon	?	Evaluations (Comprehensive)	Committee elects a committee chairperson, prepares a plan for the Comprehensive evaluation process, shares the plan with the reviewee, adopts the plan and copies the reviewee and V.P.	Art. 19.G.2-4. Art. 42. Appendix C
Deans, Admin. Staff	Winter/Spring	2/25/16, Thu	3/1/16, Tue		Sched. prep.	Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans.	
Academic Senate	1st & 3rd Tuesd	-	3/1/16, 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	-	3/1/16, Tue	?	Div. Council	Divisional Council meeting	
Academic Senate	Yearly	-	3/1/16, Tue	?	Hiring	Academic Senate establishes a Faculty Position Hiring Prioritization Committee.	Art. 32. III. G.
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Convene hiring committees for Fall hires, provide compliance training. Schedule 2 meetings. Chairs must identify committee members to be included in the mandatory meetings for hiring committees with compliance officer.	
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Deans send memos to the Chairs to request the names of hiring committee members. Notify the Academic Senate president to identify a representative for the hiring committee.	Art. 33.
Faculty Position Hiring Prioritization Committee	Yearly	-	3/1/16, Tue	?	Hiring	Faculty Position Hiring Prioritization Committee recommends hiring prioritization for new tenure track faculty and temporary replacement faculty positions.	Art. 33.A.
College	Yearly	-	3/1/16, Tue	?	Hiring	If College adds adjunct classes in lieu of replacing a regular employee, the Faculty Hiring Prioritization Committee, Division Chair and the AFT shall be notified of the number of hours/classes added.	Art. 33.E.
President	Yearly	-	3/1/16, Tue	?	Hiring	If Pres. decides not to replace a faculty member or deviate from recommendations for hiring of new faculty, the reasons shall be in writing to Faculty Position Hiring Prioritization Committee, Division Chair(s), the AFT and Academic Senate.	Art. 33.D.

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College President, Vice Chancellor	Yearly	-	3/1/16, Tue	?	Hiring	If the Vice Chancellor of HR decides not to replace or hire new, the reasons shall be in writing to the College President who will then notify the appropriate College	Art. 33.D.
Deans, Admin. Staff???, Compliance Officer???	Yearly	-	3/1/16, Tue	?	Hiring	Prepare announcements for the Compliance officer to send to the Chronicle and related hiring publications.	
President, AFT, Academic Senate, Faculty Position Hiring Prioritization Committee	Yearly	-	3/1/16, Tue	?	Hiring	Pres. seeks input from faculty regarding replacement of a faculty member (on leave, reassignment or separated) via agreed upon process among the AFT, Academic Senate & Pres. and Faculty Position Hiring Prioritization Committee or its equivalent.	Art. 33.A.
V.P., Deans???, Chairs	Yearly	-	3/1/16, Tue	?	Hiring	Provide Chairs with NOI's for revision and review. Meet with Chairs on hiring and development of NOI's and the announcements for Fall hires. Set closing dates.	
President, V.P., Deans, Chairs???	Yearly	-	3/1/16, Tue	?	Hiring	Review FPIP hiring for Fall. Meet with president to identify number of hires for next hiring period.	
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Send NOI's to the District.	
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Track approval from the district on NOI's and acceptances.	
Faculty	Spring	-	3/1/16, Tue	?	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.
Deans, Karen	Winter/Spring	-	3/1/16, Tue		Sched. prep.	Discuss Winter/Spring production schedule at the Divisional Council meeting	

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Karen	Winter/Spring	2/29/16, Mon	3/2/16, Wed		Sched. prep.	Karen creates timeline for the next semester's schedule production	
Planning Committee	1st Wednesday	-	3/2/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	3/2/16, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/2/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/2/16, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	3/3/16, Thu	?	Committees	College Council meeting	
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	-	3/3/16, Thu	?	Evaluations (Basic)	Begin - Basic evaluations, Chair/Supervisor and V.P. or designee designate the Chair/Supervisor or a tenured faculty member to complete the evaluation(s).	Art. 19.E-F. Art. 19.J. Appendix C
Faculty	Spring	2/22/16, Mon	3/4/16, Fri	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in census rosters for Spring.	Art. 13.D.8.g.
Faculty	Summer	2/26/16, Fri	3/4/16, Fri		Instr. Asg's.	Faculty return Summer availability forms.	Art. 15.A.2.
Karen	Summer/Fall	3/4/16, Fri	3/4/16, Fri		Sched. prep.	Karen sends Excel file of Summer/Fall section list to Bookstore.	
Deans, Chairs	Summer	-	3/4/16, Fri	Sp 4	Instr. Asg's.	Chairs establish and submit to Dean priority lists by discipline for Summer (by end of 4th week of prior semester).	Art. 15.A.2.
Karen	Summer/Fall	3/1/16, Tue	3/7/16, Mon		Sched. prep.	Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP)	
Karen	Summer/Fall	3/2/16, Wed	3/7/16, Mon		Sched. prep.	Karen informs Info. Tech. when d9500 is available	

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Deans	Spring	3/1/16, Tue	3/9/16, Wed	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
Printer	Summer/Fall	2/29/16, Mon	3/10/16, Thu		Sched. prep.	Printer prepares Blue Lines for Summer/Fall schedule and submits for approval	
Faculty teaching D/DL	Summer/Fall (as needed)	2/11/16, Thu	3/11/16, Fri		Curriculum	Faculty planning to teach D/DL for the first time participate in D/DL training sessions and demonstrate proficiency.	Art. 40.B.
Deans, Chairs, Admin. Staff	Winter/Spring	2/25/16, Thu	3/15/16, Tue		Sched. prep.	Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty.	
Deans, Program Directors	Winter/Spring	2/29/16, Mon	3/15/16, Tue		Sched. prep.	Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Winter/Spring schedules to Karen.	
Deans, Chairs, Faculty, Academic Affairs Team	Winter/Spring	3/1/16, Tue	3/15/16, Tue		Sched. prep.	Divisions meet to discuss upcoming AFT deadlines and plans for Winter/Spring class schedule (preparation starts a year in advance), Academic Affairs team	Suggested
V.P. or designee	Summer	3/4/16, Fri	3/18/16, Fri	Sp 6	Instr. Asg's.	V.P. reviews priority lists for Summer for accuracy and provides electronic copies to Div. Chairs, all full-time faculty, AFT Chapter President and AFT Grievance Rep. (within 10 working days after 4th week of prior semester).	Art. 15.C.

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V.P.	Spring	2/22/16, Mon	3/30/16, Wed	Sp 8	Instr. Asg's.	V.P. reviews updated seniority lists for accuracy and provides electronically to chairs, adjunct faculty, AFT Chapter Pres. & grievance rep. by 8 th week of semester). V.P. maintains record of bumps (which may be viewed by AFT).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. new-Art. 16.B.4.
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	3/3/16, Thu	5/4/16, Wed	?	Evaluations (Basic)	Continue - Basic evaluations.	Art. 19.E-F. Art. 19.J. Appendix C
V.P. or designee	2 year cycle for each	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
Kathy	Spring	2/8/16, Mon	5/31/16, Tue		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	