

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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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 | - | 1/13, Tue | ? | Div. Council | Divisional Council meeting | |
| FYI | Yearly | - | 1/1/13, Tue | | Holiday | New Year's Day | Art. 11, App. M |
| Business Office | ? | - | 1/2/13, Wed | ? | Budget | Dedicated revenue projection submitted | |
| Student Success / ATD Core Team | 1st Wednesday | - | 1/2/13, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| Admin. Staff | Spring | - | 1/2/13, Wed | | Facilities mgmt. | Print out Room Book | |
| Admin. Staff | Monthly (as needed) | - | 1/2/13, Wed | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Winter | - | 1/2/13, Wed | | FYI | Winter classes begin | Appendix M |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/2/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/2/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans, Admin. Staff | Spring | - | 1/2/13, Wed | ? | Instr. Asg's. | Distribute Spring Load Block and 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. |
| Faculty | Winter | - | 1/2/13, Wed | ? | Instr. Asg's. | Faculty post their Winter 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., Deans, Admin. Staff | Quarterly (as needed) | - | 1/2/13, Wed | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| Professional Growth Committee | Bi-annually | - | 1/2/13, Wed | ? | Prof. Dev. | Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty. | Art. 23.C.5. |
| V.P., Deans | Winter | - | 1/2/13, Wed | ? | 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). | |
| Michelle, Clarissa | Summer/Fall | - | 1/2/13, Wed | | Sched. prep. | Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others. | |

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|---------------------------|-------------------------------|---------------------------|------------------------|---------|--------------------------------------|--|----------------|
| Admin. Staff | Winter | - | 1/2/13, Wed | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Admin. Staff | Each term-Daily thru 2nd week | 1/2/13, Wed | 1/3/13, Thu | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Winter. | Art. 12.F. |
| College Council | 1st Thursday | - | 1/3/13, Thu | | Committees | College Council meeting | |
| Faculty | Winter | 1/2/13, Wed | 1/4/13, Fri | Wi 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/4/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Depts/Divisions | ? | - | 1/8/13, Tue | ? | Budget | Budget Prep Worksheets reflecting agreed priorities submitted to V.P.s | |
| Academic Senate | 2nd & 4th Tuesday | - | 1/8/13, Tue | ? | Committees | Academic Senate meeting | |
| FYI | Monthly | - | 1/8/13, Tue | | FYI | Payroll Lockout - Semi-monthly | |
| Planning Committee | 1st Wednesday | - | 1/9/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/9/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/9/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty | Winter | - | 1/9/13, Wed | ? | 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. |
| Karen | Summer/Fall | 1/9/13, Wed | 1/10/13, Thu | | Sched. prep. | Sets up dummy sections on DEC for Summer/Fall, request District run program to set dates (e.g. census, LDTD...) | |
| EMC | 2nd Thursday | - | 1/10/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|-------------|---------------------------|-------------------------|---------|------------------|--|--------------|
| Deans, Chairs, Admin. Staff | Winter | 12/10/12, Mon | 1/11/13, 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 blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | Art. 15.A.2. |
| Deans, Chairs | Spring | 1/7/13, Mon | 1/14/13, Mon | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Spring | 1/7/13, Mon | 1/14/13, Mon | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |
| V.P. or designee, Chair, AFT Chapter President | Spring | 1/8/13, Tue | 1/14/13, Mon | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| Curriculum Committee | 2nd Monday | - | 1/14/13, Mon | ? | Committees | Curriculum Meetings: Tech Review | |
| Admin. Staff | Yearly | - | 1/14/13, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Martin Luther King day. | |
| Karen | Summer/Fall | 1/10/13, Thu | 1/15/13, Tue | | Sched. prep. | Karen exports Summer/Fall schedule "Camera Ready" report, formats, cleans up | |
| Accreditation Steering Committee | 3rd Tuesday | - | 1/15/13, Tue | ? | Committees | Accreditation Steering Committee meeting | |
| Technology Committee | 3rd Tuesday | - | 1/15/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 1/15/13, Tue | | Committees | Transfer Committee meeting | |
| Chief Admin. Officer | Quarterly | - | 1/15/13, Tue | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |

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|--|---------------------|---------------------------|-----------------|---------|---------------------------------------|--|-------------------|
| Deans | Winter | 1/9/13, Wed | 1/16/13, Wed | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Karen | Summer/Fall | 1/15/13, Tue | 1/16/13, Wed | | Sched. prep. | Karen preps course level inf. for review, gives to Ara (or Curriculum Asst.) | |
| V.P.s | ? | - | 1/16/13, Wed | ? | Budget | V.P.s forward Budget Prep Worksheets to Business Office reflecting only agreed priorities | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 1/16/13, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| Distance Education Committee | 3rd Wednesday | - | 1/16/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/16/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/16/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 1/16/13, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Faculty | Winter | 1/7/13, Mon | 1/17/13, Thu | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Winter. | Art. 13.D.8.g. |
| Business Office | ? | - | 1/17/13, Thu | ? | Budget | Budget prep data input begins | |
| College President or designee, AFT Chapter President | Yearly | - | 1/17/13, 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 census). | Art. 17.B.3. |
| Deans, Chairs, Admin. Staff | Winter | 1/2/13, Wed | 1/18/13, Fri | | Sched. prep. | Review TBA sessions for Winter which must be converted to specific time/day by 2nd week of term. | Audit requirement |

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|---|-----------------------|---------------------------|---------------------------|---------|---------------------------------------|---|-----------------|
| Karen | Monthly | 1/15/13, Tue | 1/18/13, Fri | | 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... | |
| Karen | Summer/Fall | 1/16/13, Wed | 1/18/13, Fri | | Sched. prep. | Karen preps online schedule for review, gives to Eric | |
| Karen | Summer/Fall | 1/17/13, Thu | 1/18/13, Fri | | Sched. prep. | Karen creates timeline for the next semester's schedule production | |
| FYI | Monthly | 1/18/13, Fri | 1/18/13, Fri | | FYI | Payroll Lockout - Monthly | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/18/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| SLO Committee | 3rd Monday | - | 1/21/13, Mon ? | | Committees | SLO Committee meeting | |
| FYI | Yearly | - | 1/21/13, Mon | | Holiday | Martin Luther King Day | Art. 11, App. M |
| Deans, Admin. Staff, Helen | Fall | 1/8/13, Tue | 1/22/13, Tue | | Supervision Pay | Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly. | |
| Academic Senate | 2nd & 4th Tuesday | - | 1/22/13, Tue | ? | Committees | Academic Senate meeting | |
| Deans, Admin. Staff | Yearly | - | 1/22/13, 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. |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 1/23/13, Wed | | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/23/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/23/13, Wed | | FYI | Follow up of Office of Instruction meeting | |

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| Chairs | Summer/Fall | 1/2/13, Wed | 1/24/13, Thu | | Sched. prep. | Chairs submit department ads to Deans/Karen for Summer/Fall printed schedule | |
| Deans, Admin. Staff, Helen | Winter | 1/14/13, Mon | 1/24/13, Thu | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?] process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| Budget Committee | 4th Thursday | - | 1/24/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 1/24/13, Thu | | Committees | Student Services Council | |
| Ara or Curriculum Asst. | Summer/Fall | 1/15/13, Tue | 1/25/13, Fri | | Sched. prep. | Reviews course attributes from Camera Ready report for Summer/Fall, redlines corrections and submits to Karen | |
| Eric Ichon | Summer/Fall | 1/18/13, Fri | 1/25/13, Fri | | Sched. prep. | Eric Ichon reviews/refines online schedule for Summer/Fall and submits to Karen. | |
| Admin. Staff | Spring | 1/22/13, Tue | 1/28/13, 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. |
| Facilities Committee | 3rd Monday | - | 1/28/13, Mon | | Committees | Facilities Committee meeting | |
| Curriculum Committee | Last Monday | - | 1/28/13, Mon | | Committees | Curriculum Committee meeting | |
| Admin. Staff | Spring | - | 1/28/13, 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. |
| Faculty | Spring | - | 1/28/13, 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. |
| Admin. Staff | Spring | - | 1/28/13, Mon | | Semester prep. | Run Sorted by Instructor reports for Mailroom at the start of the Spring semester. | |
| V.P., Deans, Admin. Staff | Spring | - | 1/29/13, Tue | | Semester prep. | Meet to discuss/prepare for 1st day/week of Spring classes | |
| Admin. Staff | Spring | 1/23/13, Wed | 1/30/13, Wed | | Semester prep. | Phone calls to instructors to remind them when Spring term begins | |

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| Deans | Summer/Fall | 1/24/13, Thu | 1/30/13, Wed | | Sched. prep. | Deans submit wrap to Graphic Artist and department ads to Karen for Summer/Fall printed schedule | |
| Business Office | Quarterly | - | 1/30/13, Wed | ? | Budget | Submit 2nd Quarter Report | |
| President or designee, V.P. or designee | As needed | - | 1/30/13, 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 | - | 1/30/13, 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 | Wednesdays | - | 1/30/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/30/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Winter | 1/28/13, Mon | 1/31/13, Thu | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| Admin. Staff | Spring | - | 1/31/13, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| District Office | Fall | - | 1/31/13, Thu | | Supervision Pay | Supervisor Pay is issued by District Office (last pay period of semester) | Art. 17.F.6. |
| Deans, Chairs | Winter | 1/2/13, Wed | 2/1/13, 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 | 1/2/13, Wed | 2/1/13, Fri | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |

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| Karen V.P. (via Karen) | Summer/Fall | 1/25/13, Fri | 2/1/13, Fri | | Sched. prep. | 1. makes changes per Eric (online) & Ara (headings) to " Camera Ready ", formats 2. creates supplemental pages (e.g. ACT, Online, Short-term...) 3. makes pdf file available on the web,email faculty to review 4. gives hardcopy to Deans for review. | Art. 16.A.4. V.P. makes proposed class sched. available electronically to all faculty for review in sufficient time to correct errors before final print. |
| Admin. Staff | Monthly (as needed) | - | 2/1/13, Fri | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 2/1/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Spring | 1/22/13, Tue | 2/4/13, Mon | | Semester prep. | Give instructor list to Reprographics to create mail boxes. | |
| Admin. Staff | Spring | 1/28/13, Mon | 2/4/13, Mon | | Facilities mgmt. | Review room bookings | |
| Admin. Staff, Michelle | Spring | 1/28/13, Mon | 2/4/13, Mon | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Spring | 1/28/13, Mon | 2/4/13, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| V.P.s | ? | - | 2/4/13, Mon | ? | Budget | V.P.s reconcile budget with Preliminary Allocation | |
| Deans, Admin. Staff | 1-3 year cycle for each member | - | 2/4/13, Mon | ? | Evaluations | Request Spring evaluation schedule from chairs. | Art. 19. Appendix C |
| FYI | Spring | - | 2/4/13, Mon | | FYI | Spring classes begin | |
| Academic Senate | 1st & 3rd Tuesd | - | 2/5/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 2/5/13, Tue | | Div. Council | Divisional Council meeting | |

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|---------------------------------|---------------|---------------------------|-----------------|---------|--------------------------------------|---|----------------|
| Budget Committee | ? | - | 2/6/13, Wed | ? | Budget | Budget Committee recommends budget to College Council | |
| Student Success / ATD Core Team | 1st Wednesday | - | 2/6/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/6/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/6/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 2/7/13, Thu | | Committees | College Council meeting | |
| FYI | Monthly | - | 2/7/13, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Admin. Staff | Spring | 1/22/13, Tue | 2/8/13, Fri | | Semester prep. | Inform IT of new hires and retirees so they can update phone and email registries. | |
| Faculty | Winter | 2/1/13, Fri | 2/8/13, Fri | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Admissions | Summer/Fall | 2/1/13, Fri | 2/8/13, Fri | | Sched. prep. | Confirms Calendar Dates for Summer/Fall schedule, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC) | |
| Deans, Chairs, Faculty | Summer/Fall | 2/1/13, Fri | 2/8/13, Fri | | Sched. prep. | Faculty and Chairs and Deans review electronic copy of Summer/Fall class schedule and submit any egregious errors to Chairs | |
| Faculty | Spring | 2/4/13, Mon | 2/8/13, Fri | Sp 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| Deans, Chairs, Admin. Staff | Winter/Spring | 1/22/13, Tue | 2/11/13, Mon | | 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 | Winter/Spring | 1/23/13, Wed | 2/11/13, Mon | | Sched. prep. | Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans. | |
| Chairs | Summer/Fall | 2/8/13, Fri | 2/11/13, Mon | | Sched. prep. | Chairs review Summer/Fall class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen. | |

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| Curriculum Committee | 2nd Monday | - | 2/11/13, Mon | | Committees | Curriculum Meetings: Tech Review | |
| Faculty | Yearly | - | 2/11/13, Mon | ? | Elections / Selections / Appointments | Nominations for Adjunct Representatives are due (to Academic Affairs). | Art. 17.B.3. |
| Admin. Staff | Yearly | - | 2/11/13, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for President's Days holidays. | |
| V.P., Deans | Spring | - | 2/11/13, Mon | ? | 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). | |
| Karen | Summer/Fall | - | 2/11/13, Mon | | Sched. prep. | Removes URL used for schedule review from the web. | |
| Deans | Summer/Fall | 2/11/13, Mon | 2/12/13, Tue | | Sched. prep. | Deans review final Summer/Fall class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen. | |
| Academic Senate | 2nd & 4th Tuesday | - | 2/12/13, Tue | | Committees | Academic Senate meeting | |
| Deans, Admin. Staff | Yearly | - | 2/12/13, Tue | ? | Elections / Selections / Appointments | Ballots for Adjunct Representatives Elections are distributed. | Art. 17.B.3. |
| Planning Committee | 1st Wednesday | - | 2/13/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/13/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/13/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Each term-Daily thru 2nd week | 1/25/13, Fri | 2/14/13, Thu | | 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 | Each term-Daily thru 2nd week | 1/28/13, Mon | 2/14/13, Thu | | 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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| Admin. Staff | Spring | 1/29/13, Tue | 2/14/13, Thu | | Cancel classes | Enter Spring class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Spring | 1/29/13, Tue | 2/14/13, Thu | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Spring. | Art. 12.F. |
| Karen | Summer/Fall | 2/12/13, Tue | 2/14/13, Thu | | Sched. prep. | 1. Karen enters any changes from review of Summer/Fall schedule 2. sends MS Word file to Michelle/Clarissa | |
| College Council | ? | - | 2/14/13, Thu | ? | Budget | College Council recommends budget to President | |
| EMC | 2nd Thursday | - | 2/14/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Faculty member, District HR | Yearly | - | 2/14/13, Thu | | Hiring | Faculty member who petitions for recognition of competence in a "Faculty Service Area" must provide all records necessary to the District by February 15 of that academic year. HR does initial screening for status eligibility and notify member of results. | Art. 21. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 2/15/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 2/15/13, Fri | | Holiday | Presidents' holidays | Art. 11, App. M |
| Faculty | Yearly | - | 2/16/13, Sat | | Non-Instret. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 2/17/13, Sun | | Non-Instret. Day | Non-Instruction day | Art. 11, App. M |
| Facilities Committee | 3rd Monday | - | 2/18/13, Mon | ? | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 2/18/13, Mon | ? | Committees | SLO Committee meeting | |
| FYI | Yearly | - | 2/18/13, Mon | | Holiday | Presidents' holidays | Art. 11, App. M |
| Chairs | Spring | 1/28/13, Mon | 2/19/13, Tue | | 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 | 1/28/13, Mon | 2/19/13, Tue | | Sched. prep. | Review TBA sessions for Spring which must be converted to specific time/day by 2nd week of term. | Audit requirement |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------|---|--------------------------|
| Chairs | Yearly | 2/8/13, Fri | 2/19/13, Tue | | Budget | Helen provides the Budget Prep. Memo, Accounts and Employees Worksheets to the Deans for distribution. | |
| Karen | Summer/Fall | 2/14/13, Thu | 2/19/13, Tue | | Sched. prep. | Karen reviews final changes submitted by Chairs, and submits to Deans | |
| President | ? | - | 2/19/13, Tue | ? | Budget | President approves budget | |
| Accreditation Steering Committee | 3rd Tuesday | - | 2/19/13, Tue | ? | Committees | Accreditation Steering Committee meeting | |
| Technology Committee | 3rd Tuesday | - | 2/19/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 2/19/13, Tue | | Committees | Transfer Committee meeting | |
| V.P. or designee, Deans, Admin. Staff | 1-3 year cycle for each member | - | 2/19/13, 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. |
| Admin. Staff | Monthly (as needed) | - | 2/19/13, Tue | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Distance Education Committee | 3rd Wednesday | - | 2/20/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/20/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/20/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Monthly | 2/14/13, Thu | 2/21/13, 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 | 2/21/13, Thu | 2/21/13, Thu | | FYI | Payroll Lockout - Monthly | |
| V.P., Deans, Karen, Rebecca, Admin. Staff | Winter/Spring | 2/21/13, Thu | 2/21/13, Thu | | Sched. prep. | Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations... | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|------------------------------|---|--|
| Deans, Chairs, Admin. Staff | Spring | 1/22/13, Tue | 2/22/13, Fri | | Instr. Asg's. | Review instr. asgs for Spring. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| Michelle | Summer/Fall | 2/14/13, Thu | 2/22/13, Fri | | Sched. prep. | Michelle faxes bids to printers, collects bids and determines lowest | |
| Deans, Admin. Staff | Summer | - | 2/22/13, Fri | ? | Instr. Asg's. | Distribute Summer Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Deans, Admin. Staff | Summer | - | 2/22/13, 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 | 1/30/13, Wed | 2/25/13, Mon | | Sched. prep. | Graphic Artist submits draft cover and wrap for Summer/Fall to President, V.P. and Deans for review | |
| Michelle, Clarissa | Summer/Fall | 2/14/13, Thu | 2/25/13, Mon | | Sched. prep. | Graphic Artist completes layout of Summer/Fall schedule and submits Page Proofs to Karen for review | |
| V.P., Deans | Yearly | 2/19/13, Tue | 2/25/13, Mon | | Budget | Deans/VP review and approve the Budget Prep. Worksheets and forward to Helen for submission. | |
| Planning Committee | ? | - | 2/25/13, Mon | ? | Budget | Planning Council receives budget presentation | |
| Curriculum Committee | Last Monday | - | 2/25/13, Mon | | Committees | Curriculum Committee meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 2/25/13, 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 | - | 2/25/13, 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 |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|--|---|----------------|
| Academic Senate | ? | - | 2/26/13, Tue | ? | Budget | Academic Senate receives budget presentation | |
| Academic Senate | 1st & 3rd Tuesday | - | 2/26/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Academic Senate | 2nd & 4th Tuesday | - | 2/26/13, Tue | | Committees | Academic Senate meeting | |
| Faculty | Spring | - | 2/26/13, 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. |
| Karen | Summer/Fall | 2/25/13, Mon | 2/27/13, Wed | | Sched. prep. | Karen reviews Summer/Fall Page Proofs then submits to Deans for review | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 2/27/13, Wed | | Committees | Resource Development Committee meeting | |
| Adjunct faculty with seniority in the dept. | Yearly | - | 2/27/13, Wed | ? | Elections / Selections / Appointments | Ballots are due for the Adjunct Representative elections (during the week after census of each spring term). | Art. 17.B.3. |
| President or designee, Deans, Admin. Staff, AFT Chapter President | Yearly | - | 2/27/13, Wed | ? | 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. |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/27/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/27/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Michelle | Summer/Fall | 2/28/13, Thu | 2/28/13, Thu | | Sched. prep. | Michelle submits PO request | |
| Budget Committee | 4th Thursday | - | 2/28/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 2/28/13, Thu | | Committees | Student Services Council | |
| Karen | Winter/Spring | - | 2/28/13, Thu | | Sched. prep. | 1. requests the district prepare Winter/Spring for rollover on Protocol; 2. requests program schedules from the deans (i.e. Alcalá-ACT, Eric- International Online...) | |
| Faculty | Summer | 2/22/13, Fri | 3/1/13, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|---|--|
| Deans | Summer/Fall | 2/27/13, Wed | 3/1/13, Fri | | Sched. prep. | Deans review Summer/Fall Page Proofs, redline any egregious errors and return to Karen | |
| Business Office | ? | - | 3/1/13, Fri | ? | Budget | Budget uploaded | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 3/1/13, 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. |
| Admin. Staff | Monthly (as needed) | - | 3/1/13, Fri | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 3/1/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs | Summer | - | 3/1/13, 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. |
| President, V.P., Deans | Summer/Fall | 2/25/13, Mon | 3/4/13, Mon | | Sched. prep. | President, V.P. and Deans review/approve cover and wrap for Summer/Fall schedule | |
| Deans | Spring | 2/26/13, Tue | 3/4/13, Mon | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Karen | Summer/Fall | 3/1/13, Fri | 3/4/13, Mon | | Sched. prep. | Karen enters Page Proof redlines (if any) for Summer/Fall and returns redlined Page Proofs to Michelle | |
| Karen | Summer/Fall | 3/4/13, Mon | 3/4/13, Mon | | Sched. prep. | Karen sends Excel file of Summer/Fall section list to Bookstore. | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/4/13, 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 |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|-----------------|---------------------------|-----------------|---------|--------------------------------------|--|------------------|
| Faculty | Spring | 2/19/13, Tue | 3/5/13, Tue | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Spring. | Art. 13.D.8.g. |
| Academic Senate | 1st & 3rd Tuesd | - | 3/5/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 3/5/13, Tue | | Div. Council | Divisional Council meeting | |
| Academic Senate | Yearly | - | 3/5/13, Tue | ? | Hiring | Academic Senate establishes a Faculty Position Hiring Prioritization Committee. | Art. 32. III. G. |
| Deans, Admin. Staff??? | Yearly | - | 3/5/13, 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 | - | 3/5/13, 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 | - | 3/5/13, 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 | - | 3/5/13, 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. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------|---------------------------|-----------------|---------|--------------|---|--------------|
| President | Yearly | - | 3/5/13, 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. |
| College President, Vice Chancellor | Yearly | - | 3/5/13, 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 representatives. | Art. 33.D. |
| Deans, Admin. Staff???, Compliance Officer??? | Yearly | - | 3/5/13, 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 | - | 3/5/13, 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 | - | 3/5/13, 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 | - | 3/5/13, Tue | ? | Hiring | Review FPIP hiring for Fall. Meet with president to identify number of hires for next hiring period. | |
| Deans, Admin. Staff??? | Yearly | - | 3/5/13, Tue | ? | Hiring | Send NOI's to the District. | |
| Deans, Admin. Staff??? | Yearly | - | 3/5/13, Tue | ? | Hiring | Track approval from the district on NOI's and acceptances. | |
| Deans, Karen | Winter/Spring | - | 3/5/13, Tue | | Sched. prep. | Discuss Winter/Spring production schedule at the Divisional Council meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-------------------------------------|--------------------------------|---------------------------|-----------------|---------|---------------------|--|--|
| Planning Committee | 1st Wednesday | - | 3/6/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 3/6/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/6/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/6/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans, Program Directors | Winter/Spring | 2/28/13, Thu | 3/7/13, Thu | | Sched. prep. | Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Winter/Spring schedules to Karen. | |
| Research Dean | Winter/Spring | 2/28/13, Thu | 3/7/13, Thu | | Sched. prep. | Research Dean prepares and submits the allocation models for Winter/Spring to V.P., Deans, Karen | |
| V.P., Deans | Winter/Spring | 2/28/13, Thu | 3/7/13, Thu | | 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... | |
| Karen | Summer/Fall | 3/4/13, Mon | 3/7/13, Thu | | Sched. prep. | 1. prepares final <i>online</i> schedule in Word 2. sends electronic file to Eric for posting on the web for Summer/Fall | |
| Michelle, Clarissa | Summer/Fall | 3/4/13, Mon | 3/7/13, Thu | | Sched. prep. | Graphic Artist completes any corrections to Page Proofs for Summer/Fall schedule and sends electronic file to Printer | |
| Karen | Summer/Fall | 3/4/13, Mon | 3/7/13, Thu | | Sched. prep. | Karen updates Summer/Fall FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP | |
| College Council | 1st Thursday | - | 3/7/13, Thu | | Committees | College Council meeting | |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | - | 3/7/13, 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 | Summer | 2/22/13, Fri | 3/8/13, Fri | | Instr. Asg's. | Faculty return Summer availability forms. | Art. 15.A.2. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|------------------------------|---|-----------------------|
| Karen | Summer/Fall | 3/7/13, Thu | 3/8/13, Fri | | Sched. prep. | Sends Summer/Fall class schedules to DEC, requests DO create the d9500 files | |
| FYI | Monthly | - | 3/8/13, Fri | | FYI | Payroll Lockout - Semi-monthly | |
| Michelle, Clarissa | Summer/Fall | 3/7/13, Thu | 3/11/13, Mon | | Sched. prep. | Make Summer/Fall schedule available on website in pdf format. | |
| Curriculum Committee | 2nd Monday | - | 3/11/13, Mon | | Committees | Curriculum Meetings: Tech Review | |
| Peer Review Committee, Faculty being reviewed | 1-3 year cycle for each member | - | 3/11/13, Mon | | Evaluations (Comprehensive) | Committee meets with faculty member to review process. | Art. 19. Appendix C |
| Karen | Winter/Spring | - | 3/11/13, Mon | | Sched. prep. | 1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during 1st-draft prep 3. request District do global changes if needed | |
| Academic Senate | 2nd & 4th Tuesday | - | 3/12/13, Tue | | Committees | Academic Senate meeting | |
| Karen | Winter/Spring | 3/11/13, Mon | 3/13/13, Wed | | Sched. prep. | 1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...) | |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 3/13/13, Wed | | Evaluations (Administrative) | Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15. | Art. 19.H. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/13/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/13/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| President or designee | Yearly | - | 3/13/13, Wed | ? | Tenure Review | Before March 15, President forwards his and the Tenure Review Committee's recommendations to the Board regarding faculty member's continued service. | Art. 42.G. |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------------|---|---|
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 3/13/13, Wed | ? | Tenure Review (Administrative) | Administrative Evaluation should be presented to Board prior to March 15. | Appendix C |
| Karen | Summer/Fall | 3/12/13, Tue | 3/14/13, Thu | | Sched. prep. | Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP) | |
| EMC | 2nd Thursday | - | 3/14/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Board of Trustees | 1-3 year cycle for each member | - | 3/14/13, Thu | ? | Evaluations | BOT takes action on faculty Status for next year. | Art. 19 Appendix C |
| Faculty teaching D/DL | Summer/Fall (as needed) | 2/13/13, Wed | 3/15/13, 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 | Summer | 3/1/13, Fri | 3/15/13, 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. |
| Printer | Summer/Fall | 3/7/13, Thu | 3/15/13, Fri | | Sched. prep. | Printer prepares Blue Lines for Summer/Fall schedule and submits for approval | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 3/15/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Admin. Staff | Fall | - | 3/15/13, Fri | ? | Instr. Asg's. | Distribute Load Block and 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. |
| Deans, Admin. Staff | Summer | - | 3/15/13, Fri | Sp 6 | Instr. Asg's. | Initial offers of employment made to faculty for Summer (by end of 6th week of prior semester). | Art. 15.A.2. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|---------------------|
| College President, AFT | Summer | - | 3/15/13, 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 priority matters). | Art. 15.D. |
| Board of Trustees | 1-3 year cycle for each member | - | 3/15/13, Fri | ? | Tenure Review | BOT takes action on faculty Status for next year. | Appendix C |
| Karen | Winter/Spring | 3/13/13, Wed | 3/18/13, Mon | | Sched. prep. | 1. generates Galleys and other supporting documents (e.g. over/under report...) 2. formats, enters special notes 3. distributes to Deans, emails to Chairs 4. sends email to all Faculty informing them the scheduling process is beginning. | |
| Facilities Committee | 3rd Monday | - | 3/18/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 3/18/13, Mon | | Committees | SLO Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/18/13, Mon | | Evaluations (Comprehensive) | Committee finalizes plan after review by faculty. | Art. 19. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 3/18/13, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| V.P., Deans | Summer/Fall | 3/15/13, Fri | 3/19/13, Tue | | Sched. prep. | V.P., Deans and Karen review Blue Lines for Summer/Fall schedule and return to Karen | |
| Academic Senate | 1st & 3rd Tuesd | - | 3/19/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Accreditation Steering Committee | 3rd Tuesday | - | 3/19/13, Tue | ? | Committees | Accreditation Steering Committee meeting | |
| Technology Committee | 3rd Tuesday | - | 3/19/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 3/19/13, Tue | | Committees | Transfer Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------------|--------------------------------|---------------------------|-----------------|---------|--|---|---------------------|
| Karen | Monthly | 3/18/13, Mon | 3/20/13, Wed | | 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 | 3/20/13, Wed | 3/20/13, Wed | | FYI | Payroll Lockout - Monthly | |
| Distance Education Committee | 3rd Wednesday | - | 3/20/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/20/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/20/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen, Michelle | Summer/Fall | 3/15/13, Fri | 3/21/13, Thu | | Sched. prep. | Karen, Chairs and Michelle review Blue Lines, correct any eggreigious errors reported by Deans. | |
| Michelle | Summer/Fall | 3/19/13, Tue | 3/21/13, Thu | | Sched. prep. | Michelle returns Blue Lines for Summer/Fall schedule to printer with approval to print | |
| Karen | Summer/Fall | 3/21/13, Thu | 3/21/13, Thu | | Sched. prep. | Karen informs Info. Tech. when d9500 is available | |
| Deans, Admin. Staff | Summer | - | 3/21/13, Thu | Sp 6 | Instr. Asg's. | Initial offers of employment made to faculty for Summer (by end of 6th week of prior semester). | Art. 15.A.2. |
| Karen | Summer/Fall | 3/22/13, Fri | 3/22/13, Fri | | Sched. prep. | Makes Summer/Fall available on ESC | |
| Deans | Spring | 3/4/13, Mon | 3/25/13, Mon | ? | Rosters-Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| Curriculum Committee | Last Monday | - | 3/25/13, Mon | | Committees | Curriculum Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/25/13, Mon | | Evaluations (Comprehensive) | Committee sends final plan to V.P. | Art. 19. Appendix C |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|---------------|---|---|
| Admin. Staff | Yearly | - | 3/25/13, Mon | | Notices | Send holiday (no classes) announcement to faculty through academic affairs email for Spring Break. | |
| Admin. Staff | Yearly | - | 3/25/13, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Cesar Chavez Day. | |
| Karen | Summer/Fall | 3/12/13, Tue | 3/26/13, Tue | | Sched. prep. | Creates programs for Summer/Fall: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use... | |
| Info. Tech., Karen | Summer/Fall | 3/26/13, Tue | 3/26/13, Tue | | Sched. prep. | Info. Tech. and Karen update Searchable Schedule programming for Summer/Fall and make available on website. | |
| Academic Senate | 2nd & 4th Tuesday | - | 3/26/13, Tue | | Committees | Academic Senate meeting | |
| Faculty | Fall | 3/15/13, Fri | 3/27/13, Wed | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 3/27/13, Wed | | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/27/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/27/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| V.P. | Spring | 2/19/13, Tue | 3/28/13, Thu | 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. |
| Deans, Chairs, Admin. Staff | Winter/Spring | 3/18/13, Mon | 3/28/13, Thu | | Sched. prep. | Deans meet with Chairs to discuss 1st-draft Galleys , supporting documents and process for Winter/Spring - OPTIONAL | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|--------------------------------|---------------------------|-----------------|---------|---|--|--|
| Budget Committee | 4th Thursday | - | 3/28/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 3/28/13, Thu | | Committees | Student Services Council | |
| Faculty | Summer | - | 3/28/13, Thu | Sp 8 | Instr. Asg's. | Faculty return Summer offer letters to Chairs (by end of 8th week of prior semester). | Art. 15.A.2. |
| Faculty member, President or designee | Yearly (as needed) | - | 3/28/13, Thu | | Instr. Asg's. - Pre-retirement Load Reduction | Faculty member initiates or changes participation in Pre-retirement Reduction in Workload Program by submitting appropriate paperwork to Pres. or designee by 4/1 of academic year preceding the acad. year reduction becomes effective. | Art. 26. |
| Faculty | Yearly | - | 3/28/13, Thu | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| V.P., Deans, Admin. Staff | Every other Friday | - | 3/29/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 3/29/13, Fri | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| FYI | Spring | - | 3/30/13, Sat | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| FYI | Spring | - | 3/31/13, Sun | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| Peer Review Committee | 1-3 year cycle for each member | - | 4/1/13, Mon | | Evaluations (Comprehensive) | Begin - Comprehensive evaluation. Committee gathers data and begins review. | Art. 19.G.5. Art. 42. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 4/1/13, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Spring | - | 4/1/13, Mon | | Holiday | Cesar Chavez Day | Art. 11, App. M |
| Faculty member | Each term-As needed | - | 4/1/13, Mon | ? | Instr. Asg's. | A Faculty member may request to participate in Load Banking. | Art. 39.B. Appendix K |
| District, STRS admin. staff | Yearly (as needed) | - | 4/1/13, Mon | ? | Instr. Asg's. - Pre-retirement Load Reduction | The District and the administrative staff of STRS verify the faculty member's eligibility to participate in the Reduction in Workload program. | Art. 26. |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 4/1/13, Mon | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| Business Office | ? | - | 4/2/13, Tue | ? | Budget | Budget adjustments submitted (begin) | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 4/2/13, Tue | ? | Div. Council | Divisional Council meeting | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--------------------------------------|--------------------------------------|---------------------------|-----------------|---------|---|---|--------------------------|
| Chair, Faculty member | Each term- As needed | - | 4/2/13, Tue | ? | Instr. Asg's. | Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to | Art. 39.B. Appendix K |
| Dean, Chair, Scheduler, Admin. Staff | Yearly (as needed) | - | 4/2/13, Tue | ? | Instr. Asg's. - Pre-retirement Load Reduction | Faculty members assignments are adjusted according to Reduction in Workload agreement. | Art. 26. |
| FYI | Spring | - | 4/2/13, Tue | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| Student Success / ATD Core Team | 1st Wednesday | - | 4/3/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/3/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/3/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| FYI | Spring | - | 4/3/13, Wed | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| V.P. or designee | 1-3 year cycle for each member | - | 4/4/13, Thu | ? | Evaluations (Administrative) | Continue - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| FYI | Spring | - | 4/4/13, Thu | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| FYI | Spring | - | 4/5/13, Fri | | Holiday | Spring Break (½ day holiday for classified) | Art. 11, App. M |
| Admin. Staff | Spring | 4/1/13, Mon | 4/8/13, Mon | | Facilities mgmt. | Review room bookings for mid-Spring | |
| Printer | Summer/Fall | 4/8/13, Mon | 4/8/13, Mon | | Sched. prep. | Printed schedules for Summer/Fall are available on campus. | |
| FYI | Summer | - | 4/8/13, Mon | | FYI | Priority registration for Summer begins | |
| FYI | Spring | - | 4/8/13, Mon | | FYI | Spring's 2nd 8-week classes begin | |
| FYI | Monthly | - | 4/8/13, Mon | | FYI | Payroll Lockout - Semi-monthly | |
| V.P. | Each term- As needed | - | 4/8/13, Mon | ? | Instr. Asg's. | V.P. approves faculty member's Load Banking Plan. | Art. 39.B. Appendix K |
| Academic Senate | 2nd & 4th Tuesday | - | 4/9/13, Tue | | Committees | Academic Senate meeting | |
| Planning Committee | 1st Wednesday | - | 4/10/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/10/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/10/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 4/11/13, Thu | | Committees | College Council meeting | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| EMC | 2nd Thursday | - | 4/11/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Admin. Staff | Each term-Daily, 7th through 9th week | 3/25/13, Mon | 4/12/13, Fri | | Cancel Classes-Late Start | Distribute Spring 2nd-8 weeks 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 | Each term-Daily, 7th through 9th week | 3/26/13, Tue | 4/12/13, Fri | | Cancel Classes-Late Start | Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes. | Art. 12.F. |
| Admin. Staff | Spring | 3/27/13, Wed | 4/12/13, Fri | | Cancel Classes-Late Start | Enter Spring class cancelations on Protocol for late start classes. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Spring | 3/27/13, Wed | 4/12/13, Fri | | Cancel Classes-Late Start | Notify students, instructors and Student Services of cancelled classes for late start classes for Spring. | Art. 12.F. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 4/12/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Summer | - | 4/12/13, Fri | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Summer. | Art. 15.A.2. |
| Faculty | Summer/Fall | 4/1/13, Mon | 4/15/13, Mon | | Sched. prep. | Book Orders Due for Summer/Fall | |
| Facilities Committee | 3rd Monday | - | 4/15/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 4/15/13, Mon | | Committees | SLO Committee meeting | |
| Curriculum Committee | 2nd Monday | - | 4/15/13, Mon | | Committees | Curriculum Meetings: Tech Review | |
| Peer Review Committee | 1-3 year cycle for each member | - | 4/15/13, Mon | | Evaluations (Comprehensive) | Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee. | Art. 19.G.5. Art. 42. Appendix C |
| Chief Admin. Officer | Quarterly | - | 4/15/13, Mon | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| Academic Senate | 1st & 3rd Tuesd | - | 4/16/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Accreditation Steering Committee | 3rd Tuesday | - | 4/16/13, Tue | ? | Committees | Accreditation Steering Committee meeting | |

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

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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 | - | 4/16/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 4/16/13, Tue | | Committees | Transfer Committee meeting | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 4/17/13, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| Distance Education Committee | 3rd Wednesday | - | 4/17/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/17/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/17/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans, Chairs, Faculty, Academic Affairs Team | Winter/Spring | 3/5/13, Tue | 4/18/13, Thu | | 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 participates. | Suggested |
| Chairs, Program Directors, Faculty | Winter/Spring | 3/18/13, Mon | 4/18/13, Thu | | Sched. prep. | Chairs consult with their division and program directors to discuss/redline 1st-draft Galleys and program schedules for Winter/Spring, and submit redlines to Karen | |
| Karen | Winter/Spring | 3/18/13, Mon | 4/18/13, Thu | | Sched. prep. | Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans | |
| Admin. Staff | Winter/Spring | 4/15/13, Mon | 4/18/13, Thu | | Sched. prep. | Schedule meetings between Deans, Chairs and Karen to discuss galley redlines . | |
| V.P. (via Admin. Staff) | Fall | 4/8/13, Mon | 4/19/13, Fri | Sp 10 | Instr. Asg's. | Offer letters are mailed (email with return receipt acceptable) for Fall adjunct assignments (by end of 10th week of prior semester). | Art. 16.A.4. |
| Admin. Staff | Monthly (as needed) | - | 4/19/13, Fri | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| V.P. (via Admin. Staff) | Fall | 4/19/13, Fri | 4/22/13, Mon | | Instr. Asg's. | Notices to faculty not being offered a Fall assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process. | Art. 16.A.4. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| Faculty being reviewed | 1-3 year cycle for each member | - | 4/22/13, Mon | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee. | Art. 19.G.9. Art. 42. Appendix C |
| Karen | Monthly | 4/18/13, Thu | 4/23/13, Tue | | 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 | 4/23/13, Tue | 4/23/13, Tue | | FYI | Payroll Lockout - Monthly | |
| Academic Senate | 2nd & 4th Tuesday | - | 4/23/13, Tue | | Committees | Academic Senate meeting | |
| Faculty member | Fall (As needed) | - | 4/23/13, Tue | | Instr. Asg's. | Faculty member (with sufficient load credit) may submit a request for reduced assignment or Load Credit Leave to his/her Chair (with copy to V.P.) at least 4 months before the start of the academic term. | Art. 39.F. Appendix K |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 4/24/13, Wed | | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/24/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/24/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Business Office | Quarterly | - | 4/25/13, Thu | ? | Budget | Submit 3rd Quarter Report | |
| Budget Committee | 4th Thursday | - | 4/25/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 4/25/13, Thu | | Committees | Student Services Council | |
| Deans, Chairs, Admin. Staff | Spring | 3/18/13, Mon | 4/26/13, Fri | | Instr. Asg's. | Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|--|
| Peer Review Committee | 1-3 year cycle for each member | - | 4/26/13, Fri | | Evaluations (Comprehensive) | If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee. | Art. 19.G.9. Art. 42. Appendix C |
| V.P., Deans, Admin. Staff | Every other Friday | - | 4/26/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs | Winter/Spring | 4/18/13, Thu | 4/29/13, Mon | | Sched. prep. | Deans meet with Chairs and others, review 1st-draft Galley redlines for Winter/Spring, then submit to Karen | |
| Facilities Committee | 3rd Monday | - | 4/29/13, Mon | | Committees | Facilities Committee meeting | |
| Curriculum Committee | Last Monday | - | 4/29/13, Mon | | Committees | Curriculum Committee meeting | |
| FYI | Yearly | - | 4/29/13, Mon | ? | Hiring | Closing date for recruitment of new hires. | |
| Deans, Admin. Staff??? | Yearly | - | 4/29/13, Mon | ? | Hiring | Meet with Hiring Committees to set interview dates, compile interview questions and activities. | Art. 16.A.4. Art. 15.A.2 |
| District Office of Personnel Operations | Yearly | - | 4/30/13, Tue | | Hiring | The District Office of Personnel Operations shall provide a list of eligible transfer applicants to each hiring committee and the AFT (and notify each applicant on the list) by May 1. | Art. 34.A.3. |
| Planning Committee | 1st Wednesday | - | 5/1/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 5/1/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 5/1/13, Wed | | Evaluations (Comprehensive) | V.P. or designee either formally accepts the Comprehensive evaluation or, returns evaluation to the committee with explanation of perceived problems. | Art. 19.G.10 Art. 42. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 5/1/13, Wed | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/1/13, Wed | | FYI | Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|-----------------------------------|
| Deans, Admin. Staff | Wednesdays | - | 5/1/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 5/2/13, Thu | | Committees | College Council meeting | |
| President or designee, Deans, Admin. Staff, Exclusive Representative (AFT) | Every 3 years by division need | - | 5/2/13, Thu | ? | Elections / Selections / Appointments | Send announcements for Division Chair Elections (3 weeks prior to the vote). Notify all division members (Full-time and Adjunct Rep) of when the vote will be, and include the statement of candidacy form. | Art. 17.B.5.c |
| FYI | Fall | - | 5/2/13, Thu | | FYI | Priority registration for Fall begins | |
| Faculty | Fall | 4/19/13, Fri | 5/3/13, Fri | Sp 12 | Instr. Asg's. | Faculty return written acceptance or refusal of Fall adjunct assignment within 10 working days of the offer. | Art. 16.A.4. |
| Deans, Chairs, Admin. Staff | Summer | - | 5/3/13, Fri | Sp 12 | Instr. Asg's. | All Summer assignments filled by this date (end of 12th week of prior semester). | Art. 15.A.2. |
| Admin. Staff | Fall | - | 5/6/13, Mon | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Fall. | Art. 15.A.2. |
| V.P., Chairs | Fall (As needed) | 4/23/13, Tue | 5/7/13, Tue | ? | Instr. Asg's. | Chair and/or V.P. approves reduced assignment or Load Credit Leave or gives written reason for non-approval (or delay) to the faculty member. | Art. 39.G. Appendix K |
| Student Success / ATD Core Team | 1st Wednesday | - | 5/7/13, Tue | ? | Committees | Student Success / ATD Committee meeting | |
| Academic Senate | 1st & 3rd Tuesday | - | 5/7/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 5/7/13, Tue | | Div. Council | Divisional Council meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 5/7/13, Tue | ? | Evaluations (Administrative) | Complete - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Peer Review Committee | 1-3 year cycle for each member | - | 5/7/13, Tue | | Evaluations (Comprehensive) | If V.P. returns Comprehensive eval. with problems, peer review committee will take action as appropriate and again forward (with explanation) to reviewee for comment. If reviewee does not comment in 5 working days, committee will forward summary to V.P. | Art. 19.G.11. Art. 42. Appendix C |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-------------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| FYI | Monthly | - | 5/7/13, Tue | | FYI | Payroll Lockout - Semi-monthly | |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | 3/7/13, Thu | 5/8/13, Wed | | Evaluations (Basic) | Continue - Basic evaluations. | Art. 19.E-F. Art. 19.J. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/8/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/8/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 2nd Thursday | - | 5/9/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Business Office | ? | - | 5/10/13, Fri | ? | Budget | Budget adjustments submitted (end) | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 5/10/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Curriculum Committee | 2nd Monday | - | 5/13/13, Mon | | Committees | Curriculum Meetings: Tech Review | |
| FYI | Every 4 years | - | 5/13/13, Mon | | FYI | TB testing | |
| Deans, Admin. Staff??? | Yearly | - | 5/13/13, Mon | ? | Hiring | Begin schedule of interviews for new Fall hires. | |
| Karen | Winter/Spring | 4/29/13, Mon | 5/14/13, Tue | | Sched. prep. | 1. puts Galley redlines on Protocol, & ACT, Puente, Black Scholars, Intern'l, Jumpstart (if not done already), 2. misc. clean up. | |
| Academic Senate | 2nd & 4th Tuesday | - | 5/14/13, Tue | | Committees | Academic Senate meeting | |
| Accreditation Steering Committee | 3rd Tuesday | - | 5/14/13, Tue | ? | Committees | Accreditation Steering Committee meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 5/14/13, Tue | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary. | Art. 19 Appendix C |
| FYI | Every 4 years | - | 5/14/13, Tue | | FYI | TB testing | |
| Distance Education Committee | 3rd Wednesday | - | 5/15/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/15/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/15/13, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|--|
| V.P. or designee | 1-3 year cycle for each member | - | 5/16/13, Thu | | Evaluations (Comprehensive) | V.P. or designee formally accepts the committee's Comprehensive evaluation summary, delivers it to the reviewee and places a copy in the member's personnel file (district office). | Art. 19.G.11-12. Art. 42. |
| FYI | Every 4 years | - | 5/16/13, Thu | | FYI | TB skin test reading | |
| V.P. or designee | 2 year cycle for each member | 2/4/13, Mon | 5/17/13, Fri | | Evaluations (Division. Chair) | Division Chair evaluations - conducted by the V.P. or designee | Art. 19.K-M. Appendix C |
| V.P. or designee, Chair, Supervisor or designated faculty member | 1-3 year cycle for each member | - | 5/17/13, Fri | | Evaluations (Basic) | Complete - Basic eval's. Place copy in member's personnel file. Copy to member, include written advice that member has the right to submit a written comment regarding the eval. If a comment is submitted, append it to the eval. in personnel file. | Art. 19.E-F. Art. 19.J. Appendix C |
| Faculty being reviewed | 1-3 year cycle for each member | - | 5/17/13, Fri | ? | Evaluations (Comprehensive) | Faculty member may submit a comment to be appended to the Comprehensive evaluation in member's personnel file. | Art. 19.G.13. Art. 42. |
| Candidates for Division Chair | Every 3 years by division need | 5/2/13, Thu | 5/20/13, Mon | ? | Elections / Selections / Appointments | Candidates for Division Chair confirm their candidacy in writing and submit their statement of candidacy (by 4 pm on the 3rd working day before the election) so it can be made available to faculty at the time of the election. | Art. 17.B.5.a. |
| Facilities Committee | 3rd Monday | - | 5/20/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 5/20/13, Mon | | Committees | SLO Committee meeting | |
| Curriculum Committee | Last Monday | - | 5/20/13, Mon | | Committees | Curriculum Committee meeting | |
| Admin. Staff | Yearly | - | 5/20/13, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Memorial Day. | |
| Business Office | ? | - | 5/21/13, Tue | ? | Budget | Hard copy prepared | |
| Academic Senate | 1st & 3rd Tuesd | - | 5/21/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 5/21/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 5/21/13, Tue | | Committees | Transfer Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|--|-----------------------------------|
| Admin. Staff | Monthly (as needed) | - | 5/21/13, Tue | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| President or designee. Deans, Admin. Staff | Every 3 years by division need | 5/20/13, Mon | 5/22/13, Wed | ? | Elections / Selections / Appointments | President or designee prepares ballots for Division Chair election(s) and brings to the election. | Art. 17.B.5.b. |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 5/22/13, Wed | | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/22/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/22/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Monthly | 5/20/13, Mon | 5/23/13, 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... | |
| President or designee, Deans, Admin. Staff, Exclusive Representative (AFT) | Every 3 years by division need | 5/22/13, Wed | 5/23/13, Thu | ? | Elections / Selections / Appointments | Hold special mtg for Div. Chair elections. Conduct vote, record tally, Pres. & Exclusive Rep. of AFT sign tally. Pres. appoints elected Chairs. Timing not defined in contract but vote s/b early enough for new Chair asgs to be processed by July 1. | Art. 17.B.5.c. and Art. 17.B.5.i. |
| FYI | Monthly | 5/23/13, Thu | 5/23/13, Thu | | FYI | Payroll Lockout - Monthly | |
| Budget Committee | 4th Thursday | - | 5/23/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 5/23/13, Thu | | Committees | Student Services Council | |
| Karen | Winter/Spring | 5/14/13, Tue | 5/24/13, Fri | | Sched. prep. | Karen creates timeline for the next semester's schedule production | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 5/24/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 5/27/13, Mon | | Holiday | Memorial Day | Art. 11, App. M |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------|---------------------------|-------------------------|---------|-------------------------------------|--|--------------------|
| Deans, Chairs | Summer | 5/20/13, Mon | 5/28/13, Tue | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Summer | 5/20/13, Mon | 5/28/13, Tue | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |
| V.P. or designee, Chair, AFT Chapter President | Summer | 5/21/13, Tue | 5/28/13, Tue | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| Academic Senate | 2nd & 4th Tuesday | - | 5/28/13, Tue | | Committees | Academic Senate meeting | |
| Deans, Admin. Staff??? | Yearly | - | 5/28/13, Tue | ? | Hiring | Initial offers of employment made to faculty. (contract) | |
| Deans, Admin. Staff | Spring (As needed) | 5/24/13, Fri | 5/29/13, Wed | | Instr. Asg's. | Review FTE values of reassigned and/or release time for Chairs, Vice Chairs, Consulting Instructors, ISA's, etc. and process corrections. | Art. 13, Art. 17 + |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/29/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/29/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty Hiring Prioritization Committee | ? | - | 5/29/13, Wed | ? | Hiring - Counseling staffing levels | Counseling staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ... | Art. 13.A.4. |
| Faculty Hiring Prioritization Committee | ? | - | 5/29/13, Wed | ? | Hiring - Library staffing levels | Library staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ... | Art. 13.A.3. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------------|---------------------|---------------------------|-----------------|---------|------------------|---|---|
| Karen | Spring | 5/28/13, Tue | 5/30/13, Thu | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| V.P., Deans, Chairs, Admin. Staff | Spring | 5/20/13, Mon | 5/31/13, Fri | | Instr. Asg's. | Review seniority lists for Spring and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative | Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. |
| Deans, Admin. Staff, Helen | Spring | 5/20/13, Mon | 5/31/13, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| College | Yearly | - | 5/31/13, Fri | ? | Div. Goals/Mgmt | The college should include a regular review of divisional clerical support needs in its classified staffing plans. | Art. 17.I. and Art. 44. |
| Deans, Chairs | Spring | 2/4/13, Mon | 6/3/13, Mon | | Sched. prep. | Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES). | Audit requirement |
| Kathy | Spring | 2/11/13, Mon | 6/3/13, Mon | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |
| FYI | Spring | 5/28/13, Tue | 6/3/13, Mon | | FYI | Final Exams for Spring. | Appendix M |
| Admin. Staff | Monthly (as needed) | - | 6/3/13, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Academic Senate | 1st & 3rd Tuesd | - | 6/4/13, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 6/4/13, Tue | | Div. Council | Divisional Council meeting | |
| FYI | Yearly | - | 6/4/13, Tue | | FYI | Graduation Day | |
| Faculty | Yearly | - | 6/4/13, Tue | | Prof. Dev. | Non-Instruction - Staff development day | Art. 11, App. M |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|--|
| Chairs, Vice Chairs | Spring | 5/15/13, Wed | 6/5/13, Wed | | Supervision Pay | Chairs and Vice Chairs verify with Deans that they have completed all their required evaluation responsibilities; and submit employee lists for Supervisor Pay. | Art. 17.F.6. |
| Planning Committee | 1st Wednesday | - | 6/5/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 6/5/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/5/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/5/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty | Yearly | - | 6/5/13, Wed | | Prof. Dev. | Non-Instruction - Staff development day | Art. 11, App. M |
| College Council | 1st Thursday | - | 6/6/13, Thu | | Committees | College Council meeting | |
| Faculty | Yearly | - | 6/6/13, Thu | | Prof. Dev. | Faculty submit their reports on professional development activity by the day after the last professional development day of the spring. | Art. 10.D.2.d. |
| Deans, Admin. Staff | Yearly | 5/31/13, Fri | 6/7/13, Fri | | Prof. Dev. | Dean(s) monitor the return of faculty's flex reporting. | Art. 10.D.2.d. |
| FYI | Monthly | - | 6/7/13, Fri | | FYI | Payroll Lockout - Semi-monthly | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 6/7/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Accreditation Steering Committee | 2nd Monday | - | 6/10/13, Mon | | Committees | Accreditation Steering Committee meeting | |
| Deans, Chairs | Yearly | - | 6/10/13, Mon | ? | Div. Goals/Mgmt | Divisions complete Program Review | |
| Division members | Every 3 years by division need | - | 6/10/13, Mon | ? | Elections / Selections / Appointments | Designated Vice Chairs are selected by division(s) if applicable. | Art. 17.F.1. |
| Admin. Staff | Summer | - | 6/10/13, Mon | | Facilities mgmt. | Print out Room Book | |
| Deans, Admin. Staff??? | Yearly | - | 6/10/13, Mon | ? | Hiring | Complete hiring process for new hires and provide faculty orientation for all new hires. | |
| Faculty | Summer | - | 6/10/13, Mon | ? | Instr. Asg's. | Faculty post their Summer office hours schedule and give copy to the V.P. of Academic Affairs. | Art. 13.C.4., Art. 13.D.8., Art. 15. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|--|----------------|
| Employee, V.P. and Division Chair, Any tenured faculty, Dean, Admin. Staff or Helen | As needed | - | 6/10/13, Mon | ? | Mentoring | If requested by a contract faculty member, V.P. and Chair shall designate a tenured faculty member as mentor. Secretary processes \$450 mentoring pay. | Art. 42. H. |
| Academic Senate | 2nd & 4th Tuesday | - | 6/11/13, Tue | ? | Committees | Academic Senate meeting | |
| V.P., Chairs | Every 3 years by division need | - | 6/11/13, Tue | ? | Elections / Selections / Appointments | Appointed Vice Chairs are selected by the Chairs. | Art. 17.F.2. |
| V.P., Deans, Admin. Staff | Summer | - | 6/11/13, Tue | | Semester prep. | Meet to discuss/prepare for 1st day/week of Summer classes | |
| Faculty | Spring | 6/3/13, Mon | 6/12/13, Wed | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Admin. Staff | Summer | 6/5/13, Wed | 6/12/13, Wed | | Semester prep. | Phone calls to instructors to remind them when Summer term begins | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/12/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/12/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 2nd Thursday | - | 6/13/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Admin. Staff | Summer | - | 6/13/13, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Dean, Chair, Scheduler, Admin. Staff | Yearly | 5/15/13, Wed | 6/14/13, Fri | | Instr. Asg's. | Run FTPEP report, review, determine Chairs' reassigned time for next academic year. Adjust assignments on SAP as needed (through PCR?). | Art. 17.C. |
| Admin. Staff | Summer | 6/10/13, Mon | 6/17/13, Mon | | Facilities mgmt. | Review room bookings | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------------|---------------------|---------------------------|-----------------|---------|--------------------------------------|---|--------------|
| Admin. Staff, Michelle | Summer | 6/10/13, Mon | 6/17/13, Mon | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Summer | 6/10/13, Mon | 6/17/13, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Facilities Committee | 3rd Monday | - | 6/17/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 6/17/13, Mon | | Committees | SLO Committee meeting | |
| FYI | Summer | - | 6/17/13, Mon | | FYI | Summer classes begin | Appendix M |
| V.P., Deans | Summer | - | 6/17/13, Mon | ? | 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). | |
| Academic Senate | 1st & 3rd Tuesd | - | 6/18/13, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 6/18/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 6/18/13, Tue | | Committees | Transfer Committee meeting | |
| Deans, Admin. Staff, Helen | Spring | 6/5/13, Wed | 6/19/13, Wed | | Supervision Pay | Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly. | |
| Distance Education Committee | 3rd Wednesday | - | 6/19/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/19/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/19/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 6/19/13, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Michelle, Clarissa | Winter/Spring | - | 6/20/13, Thu | | Sched. prep. | Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others. | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|-----------------------------------|---------------------------|-----------------|---------|----------------|--|---------------------------|
| Admin. Staff | Each term- Daily thru 2nd week | 6/7/13, Fri | 6/21/13, Fri | | Cancel classes | Distribute Summer 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 | Each term- Daily thru 2nd week | 6/10/13, Mon | 6/21/13, Fri | | Cancel classes | Review Summer enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations. | Art. 12.F. |
| Admin. Staff | Summer | 6/11/13, Tue | 6/21/13, Fri | | Cancel classes | Enter Summer class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Summer | 6/11/13, Tue | 6/21/13, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Summer. | Art. 12.F. |
| College, AFT, Admin. Staff??? | As needed | 6/17/13, Mon | 6/21/13, Fri | ? | Committees | If compensation for an adjunct faculty member's committee service is agreed to by the college and AFT, Secretary ??? processes the assignment for ancillary duties. | Art. 32. II. |
| Academic Senate, Administrators designated by College President, AFT Chapter President | As needed | 6/17/13, Mon | 6/21/13, Fri | ? | Committees | The college shall establish committees per Article 32. | Art. 9. Art. 32. |
| College President, AFT Chapter President, Academic Senate Pres., Admin. Staff??? | Yearly | 6/17/13, Mon | 6/21/13, Fri | ? | Committees | Compensation, if any, for faculty committee chair shall be determined by College Pres., AFT Chapter Pres. and Academic Senate Pres. at beginning of each academic year (exception: see Article 9.E. for WEC Chair). Secretary processes asg's. | Art. 9.E. Art. 32. IV. |
| Faculty | Summer | 6/17/13, Mon | 6/21/13, Fri | Su 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|----------------|
| Karen | Monthly | 6/19/13, Wed | 6/21/13, Fri | | 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 | 6/21/13, Fri | 6/21/13, Fri | | FYI | Payroll Lockout - Monthly | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 6/21/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Every 3 years by division need | 5/23/13, Thu | 6/24/13, Mon | | Elections / Selections / Appointments | Admin. Staff process any new Chair and/or Vice Chair assignments before July 1. | |
| District Office | Yearly | 6/17/13, Mon | 6/24/13, Mon | ? | Sched. prep. | Attendance Accounting will request a preliminary DSCH run (to determine FTES est. and check reporting period flags). | |
| Curriculum Committee | ? | - | 6/24/13, Mon | ? | Committees | Curriculum Committee meeting | |
| Faculty | Summer | - | 6/24/13, 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 | - | 6/25/13, Tue | ? | Committees | Academic Senate meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 6/26/13, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/26/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/26/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| ??? | Yearly | 6/4/13, Tue | 6/27/13, Thu | ? | Prof. Dev. | Final reporting on professional development will be completed | Art. 10.D.2.d. |
| Budget Committee | 4th Thursday | - | 6/27/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 6/27/13, Thu | | Committees | Student Services Council | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|-----------------------|---------------------------|-----------------|---------|--------------------------------------|---|------------------------|
| Deans, Chairs, Admin. Staff | Summer | 5/21/13, Tue | 6/28/13, Fri | | Instr. Asg's. | Review instr. asgs for Summer. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | Art. 15.A.2. |
| Karen | Yearly (as needed) | 6/17/13, Mon | 6/28/13, Fri | | Sched. prep. | Check / clean up coding on Protocol for all 4 terms of the academic year. | |
| Karen | Summer | 6/17/13, Mon | 6/28/13, Fri | | Sched. prep. | Check reporting period flags for summer (census or end) - District Office deadline. | |
| Deans, Chairs, Admin. Staff | Summer | 6/17/13, Mon | 6/28/13, Fri | | Sched. prep. | Review TBA sessions for Summer which must be converted to specific time/day by 2nd week of term. | Audit requirement |
| District Office | Spring | - | 6/28/13, Fri | | Supervision Pay | Supervisor Pay is issued by District Office (last pay period of semester) | Art. 17.F.6. |
| Deans | Summer | 6/24/13, Mon | 7/1/13, Mon | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Supervisors | Yearly (as needed) | - | 7/1/13, Mon | ? | Evaluations (Classified) | Permanent employees shall be evaluated at least once each year. | Staff Guild Art. 16 |
| Admin. Staff | Monthly (as needed) | - | 7/1/13, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Admin. Staff | Yearly | - | 7/1/13, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Independence Day. | |
| V.P., Deans, Admin. Staff | Yearly (as needed) | - | 7/1/13, Mon | | Overtime | Overtime lists (of available employees) may be established at the beginning of the fiscal year or when the first overtime opportunity arises. Lists must be posted and sent to AFT Staff Guild Chapter Chair. | Staff Guild Art. 12.B. |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 7/1/13, Mon | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------|---------------------------|------------------------|---------|--------------|---|--------------------------|
| Professional Growth Committee | Bi-annually | - | 7/1/13, Mon | ? | Prof. Dev. | Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty. | Art. 23.C.5. |
| Academic Senate | 1st & 3rd Tuesd | - | 7/2/13, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 7/2/13, Tue | | Div. Council | Divisional Council meeting | |
| Planning Committee | 1st Wednesday | - | 7/3/13, Wed | ? | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 7/3/13, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/3/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/3/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 7/4/13, Thu | ? | Committees | College Council meeting | |
| FYI | Yearly | - | 7/4/13, Thu | | Holiday | Independence Day | Art. 11, App. M |
| V.P., Deans, Admin. Staff | Every other Friday | - | 7/5/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Accreditation Steering Committee | 2nd Monday | - | 7/8/13, Mon | ? | Committees | Accreditation Steering Committee meeting | |
| FYI | Monthly | - | 7/8/13, Mon | | FYI | Payroll Lockout - Semi-monthly | |
| College | Yearly | - | 7/8/13, Mon | ? | Prof. Dev. | Each college shall establish a Professional Conference Fund. | Art. 23.D. Art. 23.I. |
| College | Yearly | - | 7/8/13, Mon | ? | Prof. Dev. | Each college shall establish a Tuition Reimbursement Fund. | Art. 23.G. Art. 23.I. |
| President, AFT, Academic Senate | Yearly | - | 7/8/13, Mon | ? | Prof. Dev. | President, AFT and Academic Senate select members of the Professional Growth Committee. | Art. 23.A. |
| Professional Growth Committee | Yearly | - | 7/8/13, Mon | ? | Prof. Dev. | Professional Growth Committee selects a chair, prescribes the chair's duties, determines procedures, administers the Professional Conference and Tuition Reimbursement Funds... | Art. 23. |
| District Office | Yearly | - | 7/8/13, Mon | ? | Prof. Dev. | The District provides Professional funds to the colleges. | Art. 23.I. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---|--|------------------------|
| Faculty | Summer | 6/18/13, Tue | 7/9/13, Tue | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Summer. | Art. 13.D.8.g. |
| Academic Senate | 2nd & 4th Tuesday | - | 7/9/13, Tue | ? | Committees | Academic Senate meeting | |
| Karen | Winter/Spring | 7/5/13, Fri | 7/10/13, Wed | | Sched. prep. | Karen exports Winter/Spring schedule "Camera Ready" report, formats, cleans up | |
| President or designee, V.P. or designee | As needed | - | 7/10/13, 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 | - | 7/10/13, 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 | Wednesdays | - | 7/10/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/10/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Winter/Spring | 7/10/13, Wed | 7/11/13, Thu | | Sched. prep. | Karen preps course level inf. for review, gives to Ara (or Curriculum Asst.) | |
| EMC | 2nd Thursday | - | 7/11/13, Thu | ? | Committees | Enrollment Management Committee (EMC) meeting | |
| V.P., Division Chair, Retiring member | Fall (As needed) | - | 7/11/13, Thu | | Instr. Asg's.- Retirement, Resignation, Termination | A newly retired faculty member may submit a request for placement on a seniority list to the Chair and V.P. within 30 days of retiring and at least 45 days prior to the start of the term of his/her first assignment under this section. | Art. 22.C-D. |
| Karen | Winter/Spring | 7/11/13, Thu | 7/12/13, Fri | | Sched. prep. | Karen preps online schedule for review, gives to Eric | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------|---------------------------|-----------------|---------|---|--|----------------|
| Chief Admin. Officer | Quarterly | - | 7/12/13, Fri | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| Chairs | Winter/Spring | 6/20/13, Thu | 7/15/13, Mon | | Sched. prep. | Chairs submit department ads to Deans/Karen for Winter/Spring printed schedule | |
| Karen | Winter/Spring | 7/12/13, Fri | 7/15/13, Mon | | Sched. prep. | Sets up dummy sections on DEC for Winter/Spring, request District run program to set dates (e.g. census, LDTD...) | |
| Board, AFT | Fall | - | 7/15/13, Mon | ? | Ancillary Activity Asg's. | Upon AFT request, Board grants (at least 6 weeks before semester starts) max 8.5 FTE of D basis released time for processing grievances and implementation of Agreement. | Art. 8.I. |
| Facilities Committee | 3rd Monday | - | 7/15/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 7/15/13, Mon | ? | Committees | SLO Committee meeting | |
| Academic Senate | 1st & 3rd Tuesday | - | 7/16/13, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 7/16/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 7/16/13, Tue | | Committees | Transfer Committee meeting | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 7/17/13, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| Distance Education Committee | 3rd Wednesday | - | 7/17/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/17/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/17/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 7/19/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans | Summer | 7/1/13, Mon | 7/22/13, Mon | ? | Rosters- Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| Deans | Winter/Spring | 7/15/13, Mon | 7/22/13, Mon | | Sched. prep. | Deans submit wrap to Graphic Artist and department ads to Karen for Winter/Spring printed schedule | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|--------------------------|---|--------------|
| Admin. Staff | Monthly (as needed) | - | 7/22/13, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Ara or Curriculum Asst. | Winter/Spring | 7/11/13, Thu | 7/23/13, Tue | | Sched. prep. | Reviews course attributes from Camera Ready report for Winter/Spring, redlines corrections and submits to Karen | |
| Eric Ichon | Winter/Spring | 7/12/13, Fri | 7/23/13, Tue | | Sched. prep. | Eric Ichon reviews/refines online schedule for Winter/Spring and submits to Karen. | |
| Academic Senate | 2nd & 4th Tuesday | - | 7/23/13, Tue | ? | Committees | Academic Senate meeting | |
| Karen | Monthly | 7/19/13, Fri | 7/24/13, Wed | | 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 | 7/24/13, Wed | 7/24/13, Wed | | FYI | Payroll Lockout - Monthly | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 7/24/13, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/24/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/24/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Budget Committee | 4th Thursday | - | 7/25/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 7/25/13, Thu | ? | Committees | Student Services Council | |
| Business Office | Quarterly | - | 7/29/13, Mon | ? | Budget | Submit 4th Quarter Report | |
| Curriculum Committee | ? | - | 7/29/13, Mon | ? | Committees | Curriculum Committee meeting | |
| Admin. Staff | Fall | - | 7/29/13, Mon | | Facilities mgmt. | Print out Room Book | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------|---------------------|---------------------------|------------------------|---------|--------------------------------------|--|--|
| Karen V.P. (via Karen) | Winter/Spring | 7/23/13, Tue | 7/31/13, Wed | | Sched. prep. | 1. makes changes per Eric (online) & Ara (headings) to "Camera Ready", formats 2. creates supplemental pages (e.g. ACT, Online, Short-term...) 3. makes pdf file available on the web,email faculty to review 4. gives hardcopy to Deans for review. | Art. 16.A.4. V.P. makes proposed class sched. available electronically to all faculty for review in sufficient time to correct errors before final print. |
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/31/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/31/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty | Summer | 7/29/13, Mon | 8/1/13, Thu | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| College Council | 1st Thursday | - | 8/1/13, Thu | ? | Committees | College Council meeting | |
| Admin. Staff | Monthly (as needed) | - | 8/1/13, Thu | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 8/2/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs | Fall | 7/29/13, Mon | 8/5/13, Mon | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Fall | 7/29/13, Mon | 8/5/13, Mon | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80)- submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|-------------------|---------------------------|-----------------|---------|---------------|---|-------------------|
| V.P. or designee, Chair, AFT Chapter President | Fall | 7/30/13, Tue | 8/5/13, Mon | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| Academic Senate | 1st & 3rd Tuesday | - | 8/6/13, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 8/6/13, Tue | | Div. Council | Divisional Council meeting | |
| Admissions | Winter/Spring | 7/24/13, Wed | 8/7/13, Wed | | Sched. prep. | Confirms Calendar Dates for Winter/Spring schedules, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC) | |
| Planning Committee | 1st Wednesday | - | 8/7/13, Wed | ? | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 8/7/13, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 8/7/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/7/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 2nd Thursday | - | 8/8/13, Thu | ? | Committees | Enrollment Management Committee (EMC) meeting | |
| FYI | Monthly | - | 8/8/13, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Deans, Chairs | Summer | 6/17/13, Mon | 8/9/13, Fri | | Sched. prep. | Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES). | Audit requirement |
| Deans, Chairs, Admin. Staff | Summer/Fall | 7/22/13, Mon | 8/12/13, Mon | | 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 | Summer/Fall | 7/23/13, Tue | 8/12/13, Mon | | Sched. prep. | Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------|---------------------------|-----------------|---------|---------------------------|--|--------------|
| Deans, Admin. Staff | Fall | - | 8/12/13, Mon | ? | 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. |
| Accreditation Steering Committee | 2nd Monday | - | 8/12/13, Mon | | Committees | Accreditation Steering Committee meeting | |
| Academic Senate | 2nd & 4th Tuesday | - | 8/13/13, Tue | ? | Committees | Academic Senate meeting | |
| Deans, Chairs, Faculty | Winter/Spring | 7/31/13, Wed | 8/14/13, Wed | | Sched. prep. | Faculty and Chairs and Deans review electronic copy of Winter/Spring class schedule and submit any egregious errors to Chairs | |
| R. Tillberg & others | 2nd & 4th Wed | - | 8/14/13, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 8/14/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/14/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Chairs | Winter/Spring | 7/31/13, Wed | 8/16/13, Fri | | Sched. prep. | Chairs review Winter/Spring class schedule, redline any egregious errors (including those reported by faculty) and submit to Dean's. | |
| Deans, Admin. Staff, Helen | Summer | 8/5/13, Mon | 8/16/13, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| Karen | Summer | 8/12/13, Mon | 8/16/13, Fri | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 8/16/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Karen | Winter/Spring | - | 8/16/13, Fri | | Sched. prep. | Removes URL used for schedule review from the web. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------------------|-----------------|---------------------------|-----------------|---------|----------------|--|---|
| Admin. Staff | Fall | 8/12/13, Mon | 8/19/13, Mon | | Instr. Asg's. | Distribute seniority lists to Division Chairs for update (from Spring, for Fall updates). | Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. |
| Karen | Winter/Spring | 8/16/13, Fri | 8/19/13, Mon | | Sched. prep. | Karen reviews final changes submitted by Chairs, and submits to Deans | |
| Facilities Committee | 3rd Monday | - | 8/19/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 8/19/13, Mon | | Committees | SLO Committee meeting | |
| ??? | Fall | - | 8/19/13, 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. |
| Faculty | Fall | - | 8/19/13, Mon | ? | Instr. Asg's. | Faculty post their Fall office hours schedule and give copy to the V.P. of Academic Affairs. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Admin. Staff | Fall | - | 8/19/13, Mon | | Semester prep. | Run Sorted by Instructor reports for Mailroom at the start of the Fall semester. | |
| College President, Academic Senate | Yearly | 7/29/13, Mon | 8/20/13, Tue | ? | Prof. Dev. | Activities for the Professional Development days will be determined by the College Academic Senate in consultation with college president. | Art. 10.D.4. |
| Deans | Winter/Spring | 8/19/13, Mon | 8/20/13, Tue | | Sched. prep. | Deans review final Winter/Spring class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen. | |
| Academic Senate | 1st & 3rd Tuesd | - | 8/20/13, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 8/20/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 8/20/13, Tue | | Committees | Transfer Committee meeting | |
| V.P., Deans, Admin. Staff | Fall | - | 8/20/13, Tue | | Semester prep. | Meet to discuss/prepare for 1st day/week of Fall classes | |
| Admin. Staff | Fall | 8/14/13, Wed | 8/21/13, Wed | | Semester prep. | Phone calls to instructors to remind them when Fall term begins | |
| ? | As needed | - | 8/21/13, Wed | ? | Accreditation | Self studies, including planning agendas, presented to Board/Chancellor | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|------------------------------|---|-----------------------|
| Distance Education Committee | 3rd Wednesday | - | 8/21/13, Wed | | Committees | Distance Education Committee meeting | |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 8/21/13, Wed | | Evaluations (Administrative) | Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15. | Art. 19.H. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 8/21/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/21/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 8/21/13, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Faculty | Yearly | - | 8/21/13, Wed | | Prof. Dev. | Non-Instruction - Staff development day | Art. 10.D. |
| Karen | Winter/Spring | 8/20/13, Tue | 8/22/13, Thu | | Sched. prep. | 1. Karen enters any changes from review of Winter/Spring schedule 2. sends MS Word file to Michelle/Clarissa | |
| Budget Committee | 4th Thursday | - | 8/22/13, Thu | ? | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 8/22/13, Thu | | Committees | Student Services Council | |
| Faculty | Yearly | - | 8/22/13, Thu | | Prof. Dev. | Professional Development - Mandatory Flex Day | Art. 10.D. |
| Admin. Staff | Fall | - | 8/22/13, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Kathy | Summer | 7/8/13, Mon | 8/23/13, Fri | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |
| Karen | Monthly | 8/21/13, Wed | 8/23/13, Fri | | 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 | 8/23/13, Fri | 8/23/13, Fri | | FYI | Payroll Lockout - Monthly | |
| Faculty | Yearly | - | 8/23/13, Fri | | Prof. Dev. | Non-Instruction - Staff development day | Art. 10.D. |
| Faculty | Yearly | - | 8/24/13, Sat | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------|--|----------------------|
| Faculty | Yearly | - | 8/25/13, Sun | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Admin. Staff | Fall | 8/13/13, Tue | 8/26/13, Mon | | Semester prep. | Give instructor list to Reprographics to create mail boxes. | |
| Admin. Staff | Fall | 8/19/13, Mon | 8/26/13, Mon | | Facilities mgmt. | Review room bookings | |
| Admin. Staff, Michelle | Fall | 8/19/13, Mon | 8/26/13, Mon | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Fall | 8/19/13, Mon | 8/26/13, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Curriculum Committee | ? | - | 8/26/13, Mon | ? | Committees | Curriculum Committee meeting | |
| V.P. or designee, Chairs, Div. Members | Yearly | - | 8/26/13, 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. |
| Deans, Admin. Staff | 1-3 year cycle for each member | - | 8/26/13, Mon | ? | Evaluations | Request Fall evaluation schedule from chairs. | Art. 19. |
| Faculty | ? | - | 8/26/13, Mon | ? | Faculty obligations | Faculty must participate in the SLO Assessment Cycle. | Appendix Q. List A.7 |
| Faculty | ? | - | 8/26/13, Mon | ? | Faculty obligations | Full-time faculty must participate on at least one college, district, or departmental committee or equivalent. | Appendix Q. List A.5 |
| FYI | Fall | - | 8/26/13, Mon | | FYI | Fall classes begin | |
| Admin. Staff | Yearly | - | 8/26/13, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Labor Day. | |
| Academic Senate | 2nd & 4th Tuesday | - | 8/27/13, Tue | ? | Committees | Academic Senate meeting | |
| Michelle, Clarissa | Winter/Spring | 8/7/13, Wed | 8/28/13, Wed | | Sched. prep. | Graphic Artist submits draft cover and wrap for Winter/Spring to President, V.P. and Deans for review | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|----------------|---|-----------------|
| V.P., Deans, Karen, Rebecca, Admin. Staff | Summer/Fall | 8/14/13, Wed | 8/28/13, Wed | | Sched. prep. | Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations... | |
| R. Tillberg & others | 2nd & 4th Wed | - | 8/28/13, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 8/28/13, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 8/28/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/28/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Fall | 8/12/13, Mon | 8/30/13, Fri | | Semester prep. | Inform IT of new hires and retirees so they can update phone and email registries. | |
| Faculty | Fall | 8/26/13, Mon | 8/30/13, Fri | Fa 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| V.P., Deans | Summer/Fall | 8/28/13, Wed | 8/30/13, Fri | | Sched. prep. | V.P. and Deans decide on allocation for Summer/Fall and finalize any special directions to be given to the Chairs, e.g. budget, required cuts or adds... | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 8/30/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 9/2/13, Mon | | Holiday | Labor Day | Art. 11, App. M |
| Karen | Summer/Fall | 8/28/13, Wed | 9/3/13, Tue | | Sched. prep. | 1. requests the district prepare for rollover on Protocol; 2. requests program schedules from the deans (i.e. Alcala-ACT, Eric- International Online...) | |
| Research Dean | Summer/Fall | 8/29/13, Thu | 9/3/13, Tue | | Sched. prep. | Research Dean prepares and submits the allocation models for Summer/Fall to V.P., Deans, Karen | |
| Academic Senate | 1st & 3rd Tues | - | 9/3/13, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 9/3/13, Tue | | Div. Council | Divisional Council meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-------------------------------|---------------------------|-----------------|---------|--------------------------------------|---|-------------------|
| Admin. Staff | Monthly (as needed) | - | 9/3/13, Tue | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| V.P., Deans | Fall | - | 9/3/13, 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). | |
| Deans, Karen | Summer/Fall | - | 9/3/13, Tue | | Sched. prep. | Discuss Summer/Fall production schedule at the Divisional Council meeting | |
| Planning Committee | 1st Wednesday | - | 9/4/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 9/4/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/4/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/4/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 9/5/13, Thu | | Committees | College Council meeting | |
| Admin. Staff | Each term-Daily thru 2nd week | 8/12/13, Mon | 9/6/13, 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 | Each term-Daily thru 2nd week | 8/19/13, Mon | 9/6/13, 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 | 8/19/13, Mon | 9/6/13, Fri | | Sched. prep. | Review TBA sessions for Fall which must be converted to specific time/day by 2nd week of term. | Audit requirement |
| Admin. Staff | Fall | 8/20/13, Tue | 9/6/13, Fri | | Cancel classes | Enter Fall class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Fall | 8/20/13, Tue | 9/6/13, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Fall. | Art. 12.F. |
| Michelle, Clarissa | Winter/Spring | 8/22/13, Thu | 9/6/13, Fri | | Sched. prep. | Graphic Artist completes layout of Winter/Spring schedule and submits Page Proofs to Karen for review | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|--------------------------------|---------------------------|-------------------------|---------|---------------|---|--|
| Michelle | Winter/Spring | 9/6/13, Fri | 9/6/13, Fri | | Sched. prep. | Michelle faxes bids to printers, collects bids and determines lowest | |
| FYI | Monthly | - | 9/6/13, Fri | | FYI | Payroll Lockout - Semi-monthly | |
| Deans, Admin. Staff | Winter | - | 9/6/13, Fri | ? | Instr. Asg's. | Distribute Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Chairs | Fall | 8/19/13, Mon | 9/9/13, 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, Program Directors | Summer/Fall | 8/28/13, Wed | 9/9/13, Mon | | Sched. prep. | Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Summer/Fall schedules to Karen. | |
| Employees, District | Yearly | - | 9/9/13, Mon | ? | Benefits | Employees enroll online and/or submit all required paperwork (and premiums as necessary) for the District's benefit plans (e.g. health, dental...) during open enrollment or at other times as allowed in Article 27. | Art. 27. |
| Accreditation Steering Committee | 2nd Monday | - | 9/9/13, Mon | | Committees | Accreditation Steering Committee meeting | |
| V.P. or designee, Deans, Admin. Staff | 1-3 year cycle for each member | - | 9/9/13, Mon | ? | 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. |
| President, V.P., Deans | Winter/Spring | 8/28/13, Wed | 9/10/13, Tue | | Sched. prep. | President, V.P. and Deans review/approve cover and wrap for Winter/Spring schedule | |
| Karen | Winter/Spring | 9/6/13, Fri | 9/10/13, Tue | | Sched. prep. | Karen reviews Winter/Spring Page Proofs, then submits to Deans for their review. | |
| Michelle | Winter/Spring | 9/6/13, Fri | 9/10/13, Tue | | Sched. prep. | Michelle submits PO request | |
| Academic Senate | 2nd & 4th Tuesday | - | 9/10/13, Tue | | Committees | Academic Senate meeting | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------|---------------------------|-----------------|---------|---------------|---|--------------|
| Karen | Summer/Fall | 9/5/13, Thu | 9/11/13, Wed | | Sched. prep. | 1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...) | |
| ??? | ? | - | 9/11/13, Wed | | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 9/11/13, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/11/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/11/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 2nd Thursday | - | 9/12/13, Thu | ? | Committees | Enrollment Management Committee (EMC) meeting | |
| Deans, Chairs, Admin. Staff | Fall | 8/12/13, Mon | 9/13/13, Fri | | Instr. Asg's. | Review instr. asgs for Fall. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| Deans | Winter/Spring | 9/10/13, Tue | 9/13/13, Fri | | Sched. prep. | Deans review Winter/Spring Page Proofs, redline any egregious errors and return to Karen | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 9/13/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Admin. Staff | Winter | - | 9/13/13, Fri | Fa 3 | Instr. Asg's. | Send notices to faculty to determine availability to teach in Winter (by end of 3rd week of prior semester). | Art. 15.A.2. |
| Karen | Summer/Fall | 9/11/13, Wed | 9/16/13, Mon | | Sched. prep. | 1. generates Galleys and other supporting documents (e.g. over/under report...) 2. formats, enters special notes 3. distributes to Deans, emails to Chairs 4. sends email to all Faculty informing them the scheduling process is beginning. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-------------------------|---------|--|--|--|
| Facilities Committee | 3rd Monday | - | 9/16/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 9/16/13, Mon | | Committees | SLO Committee meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 9/16/13, 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 |
| President or designee | 1-3 year cycle for each member | - | 9/16/13, 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 | 1st & 3rd Tuesd | - | 9/17/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 9/17/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 9/17/13, Tue | | Committees | Transfer Committee meeting | |
| Faculty | Fall | - | 9/17/13, 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. |
| V.P. or designee, Prob. Faculty Member, Chair, Division, Academic Senate, AFT Chapter Pres. | Yearly | - | 9/17/13, Tue | ? | Fa 4 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. Appendix C |
| Karen | Winter/Spring | 9/13/13, Fri | 9/18/13, Wed | | Sched. prep. | Karen enters Page Proof redlines (if any) for Winter/Spring and returns redlined Page Proofs to Michelle | |
| Karen | Winter/Spring | 9/18/13, Wed | 9/18/13, Wed | | Sched. prep. | Karen sends Excel file of Winter/Spring section list to Bookstore. | |
| ??? | ? | - | 9/18/13, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 9/18/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/18/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/18/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 9/19/13, Thu | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|---|--|
| Faculty | Winter | 9/6/13, Fri | 9/20/13, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Karen | Winter/Spring | 9/18/13, Wed | 9/20/13, Fri | | Sched. prep. | Karen updates Winter/Spring FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 9/20/13, 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. |
| Deans, Chairs | Winter | - | 9/20/13, Fri | Fa 4 | Instr. Asg's. | Chairs establish and submit to Dean priority lists by discipline for Winter (by end of 4th week of prior semester). | Art. 15.A.2. |
| Deans | Fall | 9/17/13, Tue | 9/23/13, Mon | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Karen | Monthly | 9/18/13, Wed | 9/23/13, Mon | | 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... | |
| Karen | Winter/Spring | 9/20/13, Fri | 9/23/13, Mon | | Sched. prep. | Sends Winter/Spring class schedules to DEC, requests DO create the d9500 files | |
| FYI | Monthly | 9/23/13, Mon | 9/23/13, Mon | | FYI | Payroll Lockout - Monthly | |
| Peer Review Committee | 1-3 year cycle for each member | - | 9/23/13, 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 |
| Faculty | Fall | 9/9/13, Mon | 9/24/13, Tue | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Fall. | Art. 13.D.8.g. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------|---|------------------------------------|
| Michelle, Clarissa | Winter/Spring | 9/18/13, Wed | 9/24/13, Tue | | Sched. prep. | Graphic Artist completes any corrections to Page Proofs for Winter/Spring schedule and sends electronic file to Printer | |
| Academic Senate | 2nd & 4th Tuesday | - | 9/24/13, Tue | | Committees | Academic Senate meeting | |
| Tenure Review Committee | Yearly | - | 9/24/13, Tue | ? Fa 5 | Tenure Review | Tenure Review Committee elects its chairperson, prepares a plan for the tenure review and a general schedule to complete its work. | Art. 42.B-C. Appendix C |
| ??? | ? | - | 9/25/13, Wed | | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 9/25/13, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 9/25/13, Wed | | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/25/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/25/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans, Chairs, Faculty, Academic Affairs Team | Summer/Fall | 9/16/13, Mon | 9/26/13, Thu | | 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 participates. | Suggested |
| Budget Committee | 4th Thursday | - | 9/26/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 9/26/13, Thu | | Committees | Student Services Council | |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | - | 9/26/13, 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 | Winter | 9/13/13, Fri | 9/27/13, Fri | | Instr. Asg's. | Faculty return Winter availability forms. | Art. 15.A.2. |
| Work Environment Committee | Last Friday | - | 9/27/13, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 9/27/13, Fri | | FYI | Academic Affairs - all staff meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|------------------------|
| Karen | Winter/Spring | 9/25/13, Wed | 9/30/13, Mon | | Sched. prep. | Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP) | |
| Karen | Winter/Spring | 9/30/13, Mon | 9/30/13, Mon | | Sched. prep. | Karen informs Info. Tech. when d9500 is available | |
| Curriculum Committee | ? | - | 9/30/13, Mon | ? | Committees | Curriculum Committee meeting | |
| Peer Review Committee, Faculty being reviewed | 1-3 year cycle for each member | - | 9/30/13, Mon | | Evaluations (Comprehensive) | Committee meets with faculty member to review process. | Art. 19. Appendix C |
| Faculty member | Spring (As needed) | - | 9/30/13, Mon | | Instr. Asg's. | Faculty member (with sufficient load credit) may submit a request for reduced assignment or Load Credit Leave to his/her Chair (with copy to V.P.) at least 4 months before the start of the academic term. | Art. 39.F. Appendix K |
| Academic Senate | 1st & 3rd Tuesd | - | 10/1/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 10/1/13, Tue | | Div. Council | Divisional Council meeting | |
| Admin. Staff | Monthly (as needed) | - | 10/1/13, Tue | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 10/1/13, Tue | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| Tenure Review Committee, Probationary member | Yearly | - | 10/1/13, Tue | ? | Fa 6 Tenure Review | Tenure Review Committee meets with probationary faculty member to review the process, shares the review plan and solicits the members comments. Probationary faculty member prepares and maintains a tenure review portfolio. | Art. 42.B. Appendix C |
| Printer | Winter/Spring | 9/24/13, Tue | 10/2/13, Wed | | Sched. prep. | Printer prepares Blue Lines for Winter/Spring schedule and submits for approval | |
| Karen | Winter/Spring | 9/30/13, Mon | 10/2/13, Wed | | Sched. prep. | 1. prepares final online schedule in Word 2. sends electronic file to Eric for posting on the web for Winter/Spring | |
| ??? | ? | - | 10/2/13, Wed | | Committees | FPIP meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------|---------------------------|---------------------------|-----------------|---------|---------------|---|--------------------------------------|
| Planning Committee | 1st Wednesday | - | 10/2/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 10/2/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/2/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/2/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Winter/Spring | 10/2/13, Wed | 10/3/13, Thu | | Sched. prep. | Makes Winter/Spring available on ESC | |
| College Council | 1st Thursday | - | 10/3/13, Thu | | Committees | College Council meeting | |
| V.P., Tenure Review Committee | Yearly | - | 10/3/13, Thu | ? Fa 6 | Tenure Review | Tenure Review Committee sends review plan to V.P. V.P. approves review plan and returns it to the committee. Committee continues with the evaluation. | Art. 42.B-C. Appendix C |
| Faculty teaching D/DL | Winter/Spring (as needed) | 9/13/13, Fri | 10/4/13, 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 | Winter | 9/20/13, Fri | 10/4/13, Fri | Fa 6 | Instr. Asg's. | V.P. reviews priority lists for Winter 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. |
| V.P., Deans | Winter/Spring | 10/2/13, Wed | 10/4/13, Fri | | Sched. prep. | V.P., Deans and Karen review Blue Lines for Winter/Spring schedule and return to Karen | |
| Deans, Admin. Staff | Spring | - | 10/4/13, Fri | ? | Instr. Asg's. | Distribute Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Deans, Admin. Staff | Winter | - | 10/4/13, Fri | Fa 6 | Instr. Asg's. | Initial offers of employment made to faculty for Winter (by end of 6th week of prior semester). | Art. 15.A.2. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|---------------------|
| College President, AFT | Winter | - | 10/4/13, 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 priority matters). | Art. 15.D. |
| Admin. Staff | Summer/Fall | 10/2/13, Wed | 10/7/13, Mon | | Sched. prep. | Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production. | |
| Peer Review Committee | 1-3 year cycle for each member | - | 10/7/13, Mon | | Evaluations (Comprehensive) | Committee finalizes plan after review by faculty. | Art. 19. Appendix C |
| Academic Senate | 2nd & 4th Tuesday | - | 10/8/13, Tue | | Committees | Academic Senate meeting | |
| FYI | Monthly | - | 10/8/13, Tue | | FYI | Payroll Lockout - Semi-monthly | |
| Karen, Michelle | Winter/Spring | 10/4/13, Fri | 10/9/13, Wed | | Sched. prep. | Karen, Chairs and Michelle review Blue Lines, correct any egregious errors reported by Deans. | |
| Michelle | Winter/Spring | 10/4/13, Fri | 10/9/13, Wed | | Sched. prep. | Michelle returns Blue Lines for Winter/Spring schedule to printer with approval to print | |
| ??? | ? | - | 10/9/13, Wed | | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 10/9/13, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/9/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/9/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans, Chairs, Admin. Staff | Summer/Fall | 9/30/13, Mon | 10/10/13, Thu | | Sched. prep. | Deans meet with Chairs to discuss the Galleys , supporting documents and process for Summer/Fall. | |
| EMC | 2nd Thursday | - | 10/10/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Michelle, Clarissa | Winter/Spring | 10/9/13, Wed | 10/11/13, Fri | | Sched. prep. | Make Winter/Spring schedule available on website in pdf format. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---|---|-----------------------|
| V.P., Deans, Admin. Staff | Every other Friday | - | 10/11/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans | Fall | 9/23/13, Mon | 10/14/13, Mon | ? | Rosters- Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| V.P., Chairs | Spring (As needed) | 9/30/13, Mon | 10/14/13, Mon | ? | Instr. Asg's. | Chair and/or V.P. approves reduced assignment or Load Credit Leave or gives written reason for non-approval (or delay) to the faculty member. | Art. 39.G. Appendix K |
| Karen | Winter/Spring | 10/3/13, Thu | 10/14/13, Mon | | Sched. prep. | Creates programs for Winter/Spring: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use... | |
| Info. Tech., Karen | Winter/Spring | 10/3/13, Thu | 10/14/13, Mon | | Sched. prep. | Info. Tech. and Karen update Searchable Schedule programming for Winter/Spring and make available on website. | |
| Accreditation Steering Committee | 2nd Monday | - | 10/14/13, Mon | | Committees | Accreditation Steering Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 10/14/13, Mon | | Evaluations (Comprehensive) | Committee sends final plan to V.P. | Art. 19. Appendix C |
| Chief Admin. Officer | Quarterly | - | 10/14/13, Mon | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| Academic Senate | 1st & 3rd Tuesd | - | 10/15/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 10/15/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 10/15/13, Tue | | Committees | Transfer Committee meeting | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 10/16/13, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| ??? | ? | - | 10/16/13, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 10/16/13, Wed | | Committees | Distance Education Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|---|
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/16/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/16/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Summer/Fall | - | 10/16/13, Wed | | Sched. prep. | 1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during 1st-draft prep 3. request District do global changes if needed | |
| V.P. | Fall | 9/9/13, Mon | 10/17/13, Thu | Fa 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. |
| Chairs, Program Directors, Faculty | Summer/Fall | 9/30/13, Mon | 10/17/13, Thu | | Sched. prep. | Chairs consult with their division and program directors to discuss/redline the Galleys and program schedules for Summer/Fall, and submit redlines to Karen | |
| Karen | Summer/Fall | 9/30/13, Mon | 10/17/13, Thu | | Sched. prep. | Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans | |
| Faculty | Spring | 10/4/13, Fri | 10/18/13, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Faculty | Winter | 10/4/13, Fri | 10/18/13, Fri | Fa 8 | Instr. Asg's. | Faculty return Winter offer letters to Chairs (by end of 8th week of prior semester). | Art. 15.A.2. |
| Admin. Staff | Fall | 10/14/13, Mon | 10/21/13, Mon | | Facilities mgmt. | Review room bookings for mid-Fall | |
| Deans, Admin. Staff | Summer/Fall | 10/16/13, Wed | 10/21/13, Mon | | Sched. prep. | Schedule meetings between Deans, Chairs and Karen to discuss the galley redlines. | |
| Facilities Committee | 3rd Monday | - | 10/21/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 10/21/13, Mon | | Committees | SLO Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 10/21/13, Mon | | Evaluations (Comprehensive) | Begin - Comprehensive evaluation. Committee gathers data and begins review. | Art. 19.G.5. Art. 42. Appendix C |
| FYI | Fall | - | 10/21/13, Mon | | FYI | Fall's 2nd 8-week classes begin | |
| FYI | Winter | - | 10/21/13, Mon | | FYI | Priority registration for Winter begins | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------|---------------------------|-----------------|---------|-----------------------------|---|--------------------------|
| Faculty member | Each term- As needed | - | 10/21/13, Mon | ? | Instr. Asg's. | A Faculty member may request to participate in Load Banking. | Art. 39.B. Appendix K |
| Academic Senate | 2nd & 4th Tuesday | - | 10/22/13, Tue | | Committees | Academic Senate meeting | |
| Chair, Faculty member | Each term- As needed | - | 10/22/13, Tue | ? | Instr. Asg's. | Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to | Art. 39.B. Appendix K |
| Admin. Staff | Monthly (as needed) | - | 10/22/13, Tue | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Dean, Chair, Scheduler, Admin. Staff | Summer/Fall | 10/2/13, Wed | 10/23/13, Wed | | Sched. prep. | Tentatively check FTEP to determine if Chairs' assignments will need to be adjusted in the following year. Adjust asg's. on galleys as needed. | Art. 17.C. |
| Tenure Review Committee, Probationary member | Yearly | 10/14/13, Mon | 10/23/13, Wed | ? | Fa 8- 11 | Tenure Review Committee gathers and summarizes data, shares with faculty member in a final evaluation committee meeting. | Art. 42.C. Appendix C |
| ??? | ? | - | 10/23/13, Wed | | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 10/23/13, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 10/23/13, Wed | | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/23/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff Karen | Wednesdays | - | 10/23/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| | Monthly | 10/21/13, Mon | 10/24/13, 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 | 10/24/13, Thu | 10/24/13, Thu | | FYI | Payroll Lockout - Monthly | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------------------------------|---------------------------|-----------------|---------|------------------------------|---|-----------------------|
| Printer | Winter/Spring | 10/24/13, Thu | 10/24/13, Thu | | Sched. prep. | Printed schedules for Winter/Spring are available on campus. | |
| Budget Committee | 4th Thursday | - | 10/24/13, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 10/24/13, Thu | | Committees | Student Services Council | |
| V.P. or designee | 1-3 year cycle for each member | - | 10/24/13, Thu | ? | Evaluations (Administrative) | Continue - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Admin. Staff | Each term-Daily, 7th through 9th week | 10/7/13, Mon | 10/25/13, Fri | | Cancel Classes-Late Start | Distribute Fall 2nd-8 weeks 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 | Each term-Daily, 7th through 9th week | 10/15/13, Tue | 10/25/13, Fri | | Cancel Classes-Late Start | Review Fall enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes. | Art. 12.F. |
| Admin. Staff | Fall | 10/16/13, Wed | 10/25/13, Fri | | Cancel Classes-Late Start | Enter Fall class cancelations on Protocol for late start classes. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Fall | 10/16/13, Wed | 10/25/13, Fri | | Cancel Classes-Late Start | Notify students, instructors and Student Services of cancelled classes for late start classes for Fall. | Art. 12.F. |
| Work Environment Committee | Last Friday | - | 10/25/13, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 10/25/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Winter | - | 10/25/13, Fri | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Winter. | Art. 15.A.2. |
| Curriculum Committee | ? | - | 10/28/13, Mon | ? | Committees | Curriculum Committee meeting | |
| V.P. | Each term-As needed | - | 10/28/13, Mon | ? | Instr. Asg's. | V.P. approves faculty member's Load Banking Plan. | Art. 39.B. Appendix K |
| Business Office | Quarterly | - | 10/29/13, Tue | ? | Budget | Submit 1st Quarter Report | |
| ??? | ? | - | 10/30/13, Wed | | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/30/13, Wed | | FYI | Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract | |
|--------------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|---|--------------------------|
| Deans, Admin. Staff | Wednesdays | - | 10/30/13, Wed | | FYI | Follow up of Office of Instruction meeting | | |
| ? | As needed | - | 10/31/13, Thu | ? | Accreditation | In November - College constituencies sign off on report before submitting to Board | | |
| Faculty | Winter/Spring | - | 10/31/13, Thu | | Sched. prep. | Book Orders Due for Winter/Spring | | |
| V.P. (via Admin. Staff) | Spring | 10/21/13, Mon | 11/1/13, Fri | Fa 10 | Instr. Asg's. | Offer letters are mailed (email with return receipt acceptable) for Spring adjunct assignments (by end of 10th week of prior semester). | Art. 16.A.4. | |
| Admin. Staff | Monthly (as needed) | - | 11/1/13, Fri | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | | |
| Deans, Chairs, Academic Affairs team | Summer/Fall | 10/21/13, Mon | 11/4/13, Mon | | Sched. prep. | Deans meet with Chairs and others, review the Galley redlines for Summer/Fall, then submit to Karen | | |
| Deans, Admin. Staff | Summer/Fall | 10/30/13, Wed | 11/4/13, Mon | | Sched. prep. | Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines. | | |
| Peer Review Committee | 1-3 year cycle for each member | - | 11/4/13, Mon | | Evaluations (Comprehensive) | Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee. | Art. 19.G.5. Art. 42. Appendix C | |
| Admin. Staff | Yearly | - | 11/4/13, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Veteran's Day. | | |
| Academic Senate | 1st & 3rd Tuesd | - | 11/5/13, Tue | | Committees | Academic Senate Executive Board meeting | | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 11/5/13, Tue | | Div. Council | Divisional Council meeting | | |
| Probationary faculty member | Yearly | 10/23/13, Wed | 11/6/13, Wed | ? | Fa 11 | Tenure Review | Probationary member has 10 days to comment on review before it is forwarded to V.P. | Art. 42.B. Appendix C |
| ??? | ? | - | 11/6/13, Wed | | Committees | FPIP meeting | | |
| Planning Committee | 1st Wednesday | - | 11/6/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--------------------------------------|--------------------------------|---------------------------|--------------------------|---------|-----------------------------|---|----------------------------------|
| Student Success / ATD Core Team | 1st Wednesday | - | 11/6/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/6/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 11/6/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 11/7/13, Thu | | Committees | College Council meeting | |
| FYI | Monthly | - | 11/7/13, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Deans, Chairs, Admin. Staff | Fall | 10/7/13, Mon | 11/8/13, Fri | | Instr. Asg's. | Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 11/8/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Accreditation Steering Committee | 2nd Monday | - | 11/11/13, Mon | ? | Committees | Accreditation Steering Committee meeting | |
| FYI | Yearly | - | 11/11/13, Mon | | Holiday | Veteran's Day | Art. 11, App. M |
| Deans, Chairs, Academic Affairs team | Summer/Fall | 11/4/13, Mon | 11/12/13, Tue | | Sched. prep. | Deans hold follow up meetings with Chairs, review/finalize the Galley redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen | |
| Academic Senate | 2nd & 4th Tuesday | - | 11/12/13, Tue | | Committees | Academic Senate meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 11/12/13, Tue | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee. | Art. 19.G.9. Art. 42. Appendix C |
| ??? | ? | - | 11/13/13, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 11/13/13, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/13/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 11/13/13, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|--|
| EMC | 2nd Thursday | - | 11/14/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| FYI | Spring | - | 11/14/13, Thu | | FYI | Priority registration for Spring begins | |
| Peer Review Committee | 1-3 year cycle for each member | - | 11/15/13, Fri | | Evaluations (Comprehensive) | If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee. | Art. 19.G.9. Art. 42. Appendix C |
| Deans, Chairs, Admin. Staff | Winter | - | 11/15/13, Fri | Fa 12 | Instr. Asg's. | All Winter assignments filled by this date (end of 12th week of prior semester). | Art. 15.A.2. |
| Faculty | Spring | 11/1/13, Fri | 11/18/13, Mon | Fa 13 | Instr. Asg's. | Faculty return written acceptance or refusal of Spring adjunct assignment within 10 working days of the offer. | Art. 16.A.4. |
| Facilities Committee | 3rd Monday | - | 11/18/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 11/18/13, Mon | | Committees | SLO Committee meeting | |
| Admin. Staff | Monthly (as needed) | - | 11/18/13, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Academic Senate | 1st & 3rd Tuesd | - | 11/19/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 11/19/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 11/19/13, Tue | | Committees | Transfer Committee meeting | |
| Admin. Staff | Spring | - | 11/19/13, Tue | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Spring. | Art. 15.A.2. |
| V.P. (via Admin. Staff) | Spring | 11/1/13, Fri | 11/20/13, Wed | | Instr. Asg's. | Notices to faculty not being offered a Spring assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process. | Art. 16.A.4. |
| Karen | Monthly | 11/18/13, Mon | 11/20/13, Wed | | 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... | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------------|--------------------------------|---------------------------|-----------------|------------|-----------------------------|---|--|
| FYI | Monthly | 11/20/13, Wed | 11/20/13, Wed | | FYI | Payroll Lockout - Monthly | |
| ??? | ? | - | 11/20/13, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 11/20/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 11/20/13, Wed | | Evaluations (Comprehensive) | V.P. or designee either formally accepts the Comprehensive evaluation or, returns evaluation to the committee with explanation of perceived problems. | Art. 19.G.10 Art. 42. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/20/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 11/20/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Student Services Council | 4th Thursday | - | 11/21/13, Thu | | Committees | Student Services Council | |
| Work Environment Committee | Last Friday | - | 11/22/13, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 11/22/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Yearly | - | 11/22/13, Fri | | Notices | Send holiday closure announcement to faculty through academic affairs email for Thanksgiving days. | |
| V.P. | Yearly | 11/6/13, Wed | 11/25/13, Mon | | Tenure Review | V.P. and Deans meet to review eval; V.P. signs off. Addresses comments and changes if any. Portfolio to be carried through all 4 prob. Years by admin designee. | Art. 42.C. Appendix C |
| Curriculum Committee | ? | - | 11/25/13, Mon | ? | Committees | Curriculum Committee meeting | |
| V.P. Tenure Review Committee | Yearly | - | 11/25/13, Mon | ? Fa 14-15 | Tenure Review | V.P. forwards completed evaluation to faculty member. Probationary member has 10 days to add a written statement to completed evaluation. | Art. 42.C-E. Appendix C |
| Karen | Summer/Fall | 11/14/13, Thu | 11/26/13, Tue | | Sched. prep. | 1. puts Galley redlines on Protocol, & ACT, Puente, Black Scholars, Intern'l, Jumpstart (if not done already), 2. misc. clean up. | |
| Academic Senate | 2nd & 4th Tuesday | - | 11/26/13, Tue | ? | Committees | Academic Senate meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|--------------------------|---------|------------------------------|---|------------------------------------|
| V.P. or designee | 1-3 year cycle for each member | - | 11/26/13, Tue | ? | Evaluations (Administrative) | Complete - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Peer Review Committee | 1-3 year cycle for each member | - | 11/26/13, Tue | | Evaluations (Comprehensive) | If V.P. returns Comprehensive eval. with problems, peer review committee will take action as appropriate and again forward (with explanation) to reviewee for comment. If reviewee does not comment in 5 working days, committee will forward summary to V.P. | Art. 19.G.11. Art. 42. Appendix C |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | 9/26/13, Thu | 11/27/13, Wed | | Evaluations (Basic) | Continue - Basic evaluations. | Art. 19.E-F. Art. 19.J. Appendix C |
| ??? | ? | - | 11/27/13, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 11/27/13, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 11/27/13, Wed | | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/27/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 11/27/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Budget Committee | 4th Thursday | - | 11/28/13, Thu | ? | Committees | Budget Committee meeting | |
| FYI | Yearly | - | 11/28/13, Thu | | Holiday | Thanksgiving | Art. 11, App. M |
| FYI | Yearly | - | 11/29/13, Fri | | Holiday | Thanksgiving Friday | Art. 11, App. M |
| Faculty | Yearly | - | 11/30/13, Sat | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 12/1/13, Sun | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Admin. Staff | Monthly (as needed) | - | 12/2/13, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Karen | Summer/Fall | 11/26/13, Tue | 12/3/13, Tue | | Sched. prep. | Karen exports Summer/Fall schedule "Camera Ready" report, formats, cleans up | |
| Academic Senate | 1st & 3rd Tuesd | - | 12/3/13, Tue | | Committees | Academic Senate Executive Board meeting | |

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

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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 | - | 12/3/13, Tue | | Div. Council | Divisional Council meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 12/3/13, Tue | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary. | Art. 19 Appendix C |
| ??? | ? | - | 12/4/13, Wed | | Committees | FPIP meeting | |
| Planning Committee | 1st Wednesday | - | 12/4/13, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 12/4/13, Wed | | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/4/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff Karen | Wednesdays | - | 12/4/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Summer/Fall | 12/3/13, Tue | 12/5/13, Thu | | Sched. prep. | Karen preps course level inf. for review, gives to Ara (or Curriculum Asst.) | |
| Karen | Summer/Fall | 12/3/13, Tue | 12/5/13, Thu | | Sched. prep. | Karen preps online schedule for review, gives to Eric | |
| College Council | 1st Thursday | - | 12/5/13, Thu | | Committees | College Council meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 12/5/13, Thu | | Evaluations (Comprehensive) | V.P. or designee formally accepts the committee's Comprehensive evaluation summary, delivers it to the reviewee and places a copy in the member's personnel file (district office). | Art. 19.G.11-12. Art. 42. |
| V.P. or designee | 2 year cycle for each member | 8/26/13, Mon | 12/6/13, Fri | | Evaluations (Division. Chair) | Division Chair evaluations - conducted by the V.P. or designee | Art. 19.K-M. Appendix C |
| V.P. or designee, Chair, Supervisor or designated faculty member | 1-3 year cycle for each member | - | 12/6/13, Fri | | Evaluations (Basic) | Complete - Basic eval's. Place copy in member's personnel file. Copy to member, include written advice that member has the right to submit a written comment regarding the eval. If a comment is submitted, append it to the eval. in personnel file. | Art. 19.E-F. Art. 19.J. Appendix C |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|----------------------------|
| Faculty being reviewed | 1-3 year cycle for each member | - | 12/6/13, Fri | ? | Evaluations (Comprehensive) | Faculty member may submit a comment to be appended to the Comprehensive evaluation in member's personnel file. | Art. 19.G.13. Art. 42. |
| FYI | Monthly | - | 12/6/13, Fri | | FYI | Payroll Lockout - Semi-monthly | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 12/6/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| Karen | Summer/Fall | 12/5/13, Thu | 12/9/13, Mon | | Sched. prep. | Karen creates timeline for the next semester's schedule production | |
| Accreditation Steering Committee | 2nd Monday | - | 12/9/13, Mon | | Committees | Accreditation Steering Committee meeting | |
| Admin. Staff | Yearly | - | 12/9/13, Mon | | Notices | Send holiday announcement to faculty through academic affairs email for year end holidays and non-instruction days. | |
| Academic Senate | 2nd & 4th Tuesday | - | 12/10/13, Tue | | Committees | Academic Senate meeting | |
| V.P. Tenure Review Committee | Yearly | 12/6/13, Fri | 12/11/13, Wed | ? Fa 16 | Tenure Review | Process is complete and recommendation is made as to status of next probationary contract. | Art. 42.C-E. Appendix C |
| ? | As needed | - | 12/11/13, Wed | ? | Accreditation | Board approval of report (scheduled) | |
| R. Tillberg & others | 2nd & 4th Wed | - | 12/11/13, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/11/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 12/11/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 2nd Thursday | - | 12/12/13, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Student Services Council | 4th Thursday | - | 12/12/13, Thu | | Committees | Student Services Council | |
| Deans, Chairs | Fall | 8/26/13, Mon | 12/13/13, Fri | | Sched. prep. | Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES). | Audit requirement |
| Kathy | Fall | 9/3/13, Tue | 12/13/13, Fri | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |

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

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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, Admin. Staff | Fall | 12/2/13, Mon | 12/13/13, Fri | | Instr. Asg's. | Review seniority lists for Fall and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative | Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. |
| Deans, Admin. Staff, Helen | Fall | 12/2/13, Mon | 12/13/13, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| Deans, Admin. Staff | Fall (As needed) | 12/9/13, Mon | 12/13/13, Fri | | Instr. Asg's. | Review FTE values of reassigned and/or release time for Chairs, Vice Chairs, Consulting Instructors, ISA's, etc. and process corrections. | Art. 13, Art. 17 + |
| Karen | Fall | 12/9/13, Mon | 12/13/13, Fri | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| Work Environment Committee | Last Friday | - | 12/13/13, Fri | | Committees | Work Environment Committee meeting | |
| FYI | Fall | 12/9/13, Mon | 12/15/13, Sun | | FYI | Final Exams for Fall. | Appendix M |
| Board, AFT | Spring | - | 12/16/13, Mon | ? | Ancillary Activity Asg's. | Upon AFT request, Board grants (at least 6 weeks before semester starts) max 8.5 FTE of D basis released time for processing grievances and implementation of Agreement. | Art. 8.I. |
| Facilities Committee | 3rd Monday | - | 12/16/13, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 3rd Monday | - | 12/16/13, Mon | | Committees | SLO Committee meeting | |
| Admin. Staff | Winter | - | 12/16/13, Mon | | Facilities mgmt. | Print out Room Book | |
| Admin. Staff | Monthly (as needed) | - | 12/16/13, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Academic Senate | 1st & 3rd Tuesd | - | 12/17/13, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 12/17/13, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 12/17/13, Tue | | Committees | Transfer Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------------|---------------|---------------------------|--------------------------|---------|--------------------------------------|---|----------------|
| Admin. Staff | Winter | 12/11/13, Wed | 12/18/13, Wed | | Semester prep. | Phone calls to instructors to remind them when Winter term begins | |
| Karen | Monthly | 12/13/13, Fri | 12/18/13, Wed | | 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 | 12/18/13, Wed | 12/18/13, Wed | | FYI | Payroll Lockout - Monthly | |
| Distance Education Committee | 3rd Wednesday | - | 12/18/13, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/18/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 12/18/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Eric Ichon | Summer/Fall | 12/5/13, Thu | 12/19/13, Thu | | Sched. prep. | Eric Ichon reviews/refines online schedule for Summer/Fall and submits to Karen. | |
| Ara or Curriculum Asst. | Summer/Fall | 12/5/13, Thu | 12/19/13, Thu | | Sched. prep. | Reviews course attributes from Camera Ready report for Summer/Fall, redlines corrections and submits to Karen | |
| Karen | Summer/Fall | 12/9/13, Mon | 12/19/13, Thu | | Sched. prep. | Sets up dummy sections on DEC for Summer/Fall, request District run program to set dates (e.g. census, LDTD...) | |
| Faculty | Fall | 12/13/13, Fri | 12/20/13, Fri | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Deans, Chairs | Winter | 12/16/13, Mon | 12/20/13, Fri | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Winter | 12/16/13, Mon | 12/20/13, Fri | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|--------------------------|---------|---|--|-----------------|
| V.P. or designee, Chair, AFT Chapter President | Winter | 12/17/13, Tue | 12/20/13, Fri | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 12/20/13, Fri | | FYI | Academic Affairs - all staff meeting | |
| V.P., Division Chair, Retiring member | Spring (As needed) | - | 12/23/13, Mon | | Instr. Asg's.- Retirement, Resignation, Termination | A newly retired faculty member may submit a request for placement on a seniority list to the Chair and V.P. within 30 days of retiring and at least 45 days prior to the start of the term of his/her first assignment under this section. | Art. 22.C-D. |
| Faculty | Yearly | - | 12/23/13, Mon | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Academic Senate | 2nd & 4th Tuesday | - | 12/24/13, Tue | ? | Committees | Academic Senate meeting | |
| FYI | Yearly | - | 12/24/13, Tue | | Holiday | Xmas Eve | Art. 11, App. M |
| R. Tillberg & others | 2nd & 4th Wed | - | 12/25/13, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 12/25/13, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/25/13, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 12/25/13, Wed | | FYI | Follow up of Office of Instruction meeting | |
| FYI | Yearly | - | 12/25/13, Wed | | Non-Instrect. Day | Xmas | Art. 11, App. M |
| Budget Committee | 4th Thursday | - | 12/26/13, Thu | ? | Committees | Budget Committee meeting | |
| Faculty | Yearly | - | 12/26/13, Thu | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 12/27/13, Fri | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 12/28/13, Sat | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 12/29/13, Sun | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Curriculum Committee | ? | - | 12/30/13, Mon | ? | Committees | Curriculum Committee meeting | |
| FYI | Yearly | - | 12/30/13, Mon | | Holiday | Admissions Day | Art. 11, App. M |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------|-----------------------|---------------------------|-----------------|---------|------------------|---|--|
| FYI | Yearly | - | 12/31/13, Tue | | Holiday | New Year's Eve | Art. 11, App. M |
| Student Success / ATD Core Team | 1st Wednesday | - | 1/1/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/1/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/1/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| FYI | Yearly | - | 1/1/14, Wed | | Holiday | New Year's Day | Art. 11, App. M |
| Business Office | ? | - | 1/2/14, Thu | ? | Budget | Dedicated revenue projection submitted | |
| College Council | 1st Thursday | - | 1/2/14, Thu | ? | Committees | College Council meeting | |
| Admin. Staff | Spring | - | 1/2/14, Thu | | Facilities mgmt. | Print out Room Book | |
| Admin. Staff | Monthly (as needed) | - | 1/2/14, Thu | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Deans, Admin. Staff | Spring | - | 1/2/14, Thu | ? | Instr. Asg's. | Distribute Spring Load Block and 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. |
| Faculty | Winter | - | 1/2/14, Thu | ? | Instr. Asg's. | Faculty post their Winter 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., Deans, Admin. Staff | Quarterly (as needed) | - | 1/2/14, Thu | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| Professional Growth Committee | Bi-annually | - | 1/2/14, Thu | ? | Prof. Dev. | Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty. | Art. 23.C.5. |
| Michelle, Clarissa | Summer/Fall | - | 1/2/14, Thu | | Sched. prep. | Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others. | |
| V.P., Deans, Admin. Staff | Winter | - | 1/2/14, Thu | ? | Semester prep. | Meet to discuss/prepare for 1st day/week of Winter classes | |
| Admin. Staff | Winter | - | 1/2/14, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Faculty | Winter | 1/2/14, Thu | 1/3/14, Fri | Wi 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------|---------------------------|------------------------|---------|--------------------------------------|---|--------------|
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/3/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Winter | 12/18/13, Wed | 1/6/14, Mon | | Facilities mgmt. | Review room bookings | |
| Admin. Staff | Winter | 12/27/13, Fri | 1/6/14, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| FYI | Winter | - | 1/6/14, Mon | | FYI | Winter classes begin | Appendix M |
| V.P., Deans | Winter | - | 1/6/14, Mon | ? | 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). | |
| Depts/Divisions | ? | - | 1/7/14, Tue | ? | Budget | Budget Prep Worksheets reflecting agreed priorities submitted to V.P.s | |
| Academic Senate | 1st & 3rd Tuesd | - | 1/7/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 1/7/14, Tue | | Div. Council | Divisional Council meeting | |
| Chairs, Vice Chairs | Fall | 12/11/13, Wed | 1/8/14, Wed | | Supervision Pay | Chairs and Vice Chairs verify with Deans that they have completed all their required evaluation responsibilities; and submit employee lists for Supervisor Pay. | Art. 17.F.6. |
| Planning Committee | 1st Wednesday | - | 1/8/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 1/8/14, Wed | | Committees | Educational Master Plan Workgroup | |
| FYI | Monthly | - | 1/8/14, Wed | | FYI | Payroll Lockout - Semi-monthly | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/8/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/8/14, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------------------|---------------------------|-------------------------|---------|----------------|--|--|
| Karen V.P. (via Karen) | Summer/Fall | 1/2/14, Thu | 1/9/14, Thu | | Sched. prep. | 1. makes changes per Eric (online) & Ara (headings) to " Camera Ready ", formats 2. creates supplemental pages (e.g. ACT, Online, Short-term...) 3. makes pdf file available on the web,email faculty to review 4. gives hardcopy to Deans for review. | Art. 16.A.4. V.P. makes proposed class sched. available electronically to all faculty for review in sufficient time to correct errors before final print. |
| EMC | 2nd Thursday | - | 1/9/14, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Admin. Staff | Each term- Daily thru 2nd week | 12/16/13, Mon | 1/10/14, Fri | | Cancel classes | Distribute Winter 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 | Each term- Daily thru 2nd week | 1/2/14, Thu | 1/10/14, Fri | | Cancel classes | Review Winter enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations. | Art. 12.F. |
| Admin. Staff | Winter | 1/3/14, Fri | 1/10/14, Fri | | Cancel classes | Enter Winter class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Winter | 1/3/14, Fri | 1/10/14, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Winter. | Art. 12.F. |
| Deans, Chairs | Spring | 1/6/14, Mon | 1/13/14, Mon | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Spring | 1/6/14, Mon | 1/13/14, Mon | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80)- submit written request during the stage of schedule planning- Not currently allowed. | Art. 40.C. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|-------------------|---------------------------|-------------------------|---------|--------------------------------------|--|----------------|
| V.P. or designee, Chair, AFT Chapter President | Spring | 1/7/14, Tue | 1/13/14, Mon | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| Accreditation Steering Committee | 2nd Monday | - | 1/13/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Admin. Staff | Yearly | - | 1/13/14, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Martin Luther King day. | |
| Faculty | Winter | - | 1/13/14, 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. |
| Chairs | Summer/Fall | 1/2/14, Thu | 1/14/14, Tue | | Sched. prep. | Chairs submit department ads to Deans/Karen for Summer/Fall printed schedule | |
| Academic Senate | 2nd & 4th Tuesday | - | 1/14/14, Tue | ? | Committees | Academic Senate meeting | |
| Chief Admin. Officer | Quarterly | - | 1/14/14, Tue | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| V.P.s | ? | - | 1/15/14, Wed | ? | Budget | V.P.s forward Budget Prep Worksheets to Business Office reflecting only agreed priorities | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 1/15/14, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| Distance Education Committee | 3rd Wednesday | - | 1/15/14, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/15/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/15/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Business Office | ? | - | 1/16/14, Thu | ? | Budget | Budget prep data input begins | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------|---------------------------|-------------------------|---------|---------------------------------------|---|-------------------|
| EMC | 3rd Thursday | - | 1/16/14, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| College President or designee, AFT Chapter President | Yearly | - | 1/16/14, 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 census). | Art. 17.B.3. |
| Deans, Chairs, Admin. Staff | Winter | 12/10/13, Tue | 1/17/14, 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 blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| Deans, Chairs, Admin. Staff | Winter | 1/2/14, Thu | 1/17/14, Fri | | Sched. prep. | Review TBA sessions for Winter which must be converted to specific time/day by 2nd week of term. | Audit requirement |
| Deans, Chairs, Faculty | Summer/Fall | 1/9/14, Thu | 1/17/14, Fri | | Sched. prep. | Faculty and Chairs and Deans review electronic copy of Summer/Fall class schedule and submit any egregious errors to Chairs | |
| Deans | Summer/Fall | 1/14/14, Tue | 1/17/14, Fri | | Sched. prep. | Deans submit wrap to Graphic Artist and department ads to Karen for Summer/Fall printed schedule | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/17/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| SLO Committee | 3rd Monday | - | 1/20/14, Mon | | Committees | SLO Committee meeting | |
| FYI | Yearly | - | 1/20/14, Mon | | Holiday | Martin Luther King Day | Art. 11, App. M |
| Chairs | Summer/Fall | 1/9/14, Thu | 1/21/14, Tue | | Sched. prep. | Chairs review Summer/Fall class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen. | |
| Admissions | Summer/Fall | 1/9/14, Thu | 1/21/14, Tue | | Sched. prep. | Confirms Calendar Dates for Summer/Fall schedule, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC) | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-------------------------|---------|---------------------------------------|---|----------------|
| Karen | Summer/Fall | 1/17/14, Fri | 1/21/14, Tue | | Sched. prep. | Removes URL used for schedule review from the web. | |
| Deans, Admin. Staff | Fall | - | 1/21/14, 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 | - | 1/21/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 1/21/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 1/21/14, Tue | | Committees | Transfer Committee meeting | |
| Deans, Admin. Staff | Yearly | - | 1/21/14, 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. |
| Deans, Admin. Staff, Helen | Fall | 1/8/14, Wed | 1/22/14, Wed | | Supervision Pay | Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly. | |
| R. Tillberg & others | 2nd & 4th Wed | - | 1/22/14, Wed | | Committees | Educational Master Plan Workgroup | |
| SLO Committee | 4th Monday | - | 1/22/14, Wed | | Committees | SLO Committee meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 1/22/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/22/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/22/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 1/22/14, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Deans | Winter | 1/13/14, Mon | 1/23/14, Thu | ? | Rosters- Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------|-----------------------|---------------------------|-------------------------|---------|--------------------------------------|---|---|
| Karen | Summer/Fall | 1/21/14, Tue | 1/23/14, Thu | | Sched. prep. | Karen reviews final changes submitted by Chairs, and submits to Deans | |
| Budget Committee | 4th Thursday | - | 1/23/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 1/23/14, Thu | | Committees | Student Services Council | |
| Faculty | Winter | 1/8/14, Wed | 1/24/14, Fri | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Winter. | Art. 13.D.8.g. |
| Deans, Admin. Staff, Helen | Winter | 1/13/14, Mon | 1/24/14, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| Karen | Monthly | 1/21/14, Tue | 1/24/14, Fri | | 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... | |
| Deans | Summer/Fall | 1/23/14, Thu | 1/24/14, Fri | | Sched. prep. | Deans review final Summer/Fall class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen. | |
| FYI | Monthly | 1/24/14, Fri | 1/24/14, Fri | | FYI | Payroll Lockout - Monthly | |
| Admin. Staff | Spring | 1/21/14, Tue | 1/27/14, 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. |
| Curriculum Committee | ? | - | 1/27/14, Mon | ? | Committees | Curriculum Committee meeting | |
| Facilities Committee | 3rd Monday | - | 1/27/14, Mon | | Committees | Facilities Committee meeting | |
| Admin. Staff | Spring | - | 1/27/14, 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. |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-------------------------|---------|------------------------------|--|------------------------|
| Karen | Summer/Fall | 1/24/14, Fri | 1/28/14, Tue | | Sched. prep. | 1. Karen enters any changes from review of Summer/Fall schedule 2. sends MS Word file to Michelle/Clarissa | |
| Academic Senate | 2nd & 4th Tuesday | - | 1/28/14, Tue | ? | Committees | Academic Senate meeting | |
| Business Office | Quarterly | - | 1/29/14, Wed | ? | Budget | Submit 2nd Quarter Report | |
| President or designee, V.P. or designee | As needed | - | 1/29/14, 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 | - | 1/29/14, 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 | Wednesdays | - | 1/29/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/29/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Winter | 1/27/14, Mon | 1/30/14, Thu | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| Deans, Chairs | Winter | 1/2/14, Thu | 1/31/14, 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 | 1/2/14, Thu | 1/31/14, Fri | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/31/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| District Office | Fall | - | 1/31/14, Fri | | Supervision Pay | Supervisor Pay is issued by District Office (last pay period of semester) | Art. 17.F.6. |
| V.P.s | ? | - | 2/3/14, Mon | ? | Budget | V.P.s reconcile budget with Preliminary Allocation | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------|---------------------|---------------------------|-----------------|---------|------------------|---|--|
| Admin. Staff | Monthly (as needed) | - | 2/3/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Faculty | Spring | - | 2/3/14, 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. |
| Admin. Staff | Spring | - | 2/3/14, Mon | | Semester prep. | Run Sorted by Instructor reports for Mailroom at the start of the Spring semester. | |
| Academic Senate | 1st & 3rd Tuesd | - | 2/4/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 2/4/14, Tue | | Div. Council | Divisional Council meeting | |
| V.P., Deans, Admin. Staff | Spring | - | 2/4/14, Tue | | Semester prep. | Meet to discuss/prepare for 1st day/week of Spring classes | |
| Admin. Staff | Spring | 1/29/14, Wed | 2/5/14, Wed | | Semester prep. | Phone calls to instructors to remind them when Spring term begins | |
| Budget Committee | ? | - | 2/5/14, Wed | ? | Budget | Budget Committee recommends budget to College Council | |
| Planning Committee | 1st Wednesday | - | 2/5/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 2/5/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/5/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/5/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 2/6/14, Thu | | Committees | College Council meeting | |
| FYI | Monthly | - | 2/6/14, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Admin. Staff | Spring | - | 2/6/14, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Michelle, Clarissa | Summer/Fall | 1/21/14, Tue | 2/7/14, Fri | | Sched. prep. | Graphic Artist submits draft cover and wrap for Summer/Fall to President, V.P. and Deans for review | |
| Admin. Staff | Spring | 1/28/14, Tue | 2/10/14, Mon | | Semester prep. | Give instructor list to Reprographics to create mail boxes. | |
| Admin. Staff | Spring | 2/3/14, Mon | 2/10/14, Mon | | Facilities mgmt. | Review room bookings | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------------------|---------------------------|-------------------------|---------|---------------------------------------|--|---------------------|
| Admin. Staff, Michelle | Spring | 2/3/14, Mon | 2/10/14, Mon | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Spring | 2/3/14, Mon | 2/10/14, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Accreditation Steering Committee | 2nd Monday | - | 2/10/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Faculty | Yearly | - | 2/10/14, Mon | ? | Elections / Selections / Appointments | Nominations for Adjunct Representatives are due (to Academic Affairs). | Art. 17.B.3. |
| Deans, Admin. Staff | 1-3 year cycle for each member | - | 2/10/14, Mon | ? | Evaluations | Request Spring evaluation schedule from chairs. | Art. 19. Appendix C |
| FYI | Spring | - | 2/10/14, Mon | | FYI | Spring classes begin | |
| Admin. Staff | Yearly | - | 2/10/14, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for President's Days holidays. | |
| Michelle, Clarissa | Summer/Fall | 1/28/14, Tue | 2/11/14, Tue | | Sched. prep. | Graphic Artist completes layout of Summer/Fall schedule and submits Page Proofs to Karen for review | |
| Academic Senate | 2nd & 4th Tuesday | - | 2/11/14, Tue | | Committees | Academic Senate meeting | |
| Deans, Admin. Staff | Yearly | - | 2/11/14, Tue | ? | Elections / Selections / Appointments | Ballots for Adjunct Representatives Elections are distributed. | Art. 17.B.3. |
| Michelle | Summer/Fall | - | 2/11/14, Tue | | Sched. prep. | Michelle faxes bids to printers, collects bids and determines lowest | |
| ??? | ? | - | 2/12/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 2/12/14, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/12/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/12/14, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------|---------------------------|-------------------------|---------|---|--|-----------------|
| Admin. Staff | Spring | 1/21/14, Tue | 2/13/14, Thu | | Semester prep. | Inform IT of new hires and retirees so they can update phone and email registries. | |
| Deans | Winter | 1/23/14, Thu | 2/13/14, Thu | ? | Rosters- Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| Faculty | Spring | 2/10/14, Mon | 2/13/14, Thu | Sp 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| Karen | Summer/Fall | 2/11/14, Tue | 2/13/14, Thu | | Sched. prep. | Karen reviews Summer/Fall Page Proofs then submits to Deans for review | |
| Michelle | Summer/Fall | 2/11/14, Tue | 2/13/14, Thu | | Sched. prep. | Michelle submits PO request | |
| College Council | ? | - | 2/13/14, Thu | ? | Budget | College Council recommends budget to President | |
| EMC | 2nd Thursday | - | 2/13/14, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Faculty member, District HR | Yearly | - | 2/13/14, Thu | | Hiring | Faculty member who petitions for recognition of competence in a "Faculty Service Area" must provide all records necessary to the District by February 15 of that academic year. HR does initial screening for status eligibility and notify member of results. | Art. 21. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 2/14/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 2/14/14, Fri | | Holiday | Presidents' holidays | Art. 11, App. M |
| Faculty | Yearly | - | 2/15/14, Sat | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 2/16/14, Sun | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Facilities Committee | 3rd Monday | - | 2/17/14, Mon | | Committees | Facilities Committee meeting | |
| FYI | Yearly | - | 2/17/14, Mon | | Holiday | Presidents' holidays | Art. 11, App. M |
| Faculty | Winter | 1/31/14, Fri | 2/18/14, Tue | ? | Rosters- Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Chairs | Yearly | 2/7/14, Fri | 2/18/14, Tue | ? | Budget | Helen provides the Budget Prep. Memo, Accounts and Employees Worksheets to the Deans for distribution. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------------------|---------------------------|-----------------|---------|--|---|--------------------------|
| President | ? | - | 2/18/14, Tue | ? | Budget | President approves budget | |
| Academic Senate | 1st & 3rd Tuesd | - | 2/18/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 2/18/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 2/18/14, Tue | | Committees | Transfer Committee meeting | |
| V.P. or designee, Deans, Admin. Staff | 1-3 year cycle for each member | - | 2/18/14, 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 | Spring | - | 2/18/14, 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). | |
| President, V.P., Deans | Summer/Fall | 2/7/14, Fri | 2/19/14, Wed | | Sched. prep. | President, V.P. and Deans review/approve cover and wrap for Summer/Fall schedule | |
| Deans | Summer/Fall | 2/13/14, Thu | 2/19/14, Wed | | Sched. prep. | Deans review Summer/Fall Page Proofs, redline any egregious errors and return to Karen | |
| ??? | Wednesdays | - | 2/19/14, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 2/19/14, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/19/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/19/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 2/19/14, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Admin. Staff | Each term- Daily thru 2nd week | 1/27/14, Mon | 2/21/14, 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 | Each term- Daily thru 2nd week | 2/3/14, Mon | 2/21/14, 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. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------|---------------------------|-----------------|---------|----------------|---|--|
| Deans, Chairs, Admin. Staff | Spring | 2/3/14, Mon | 2/21/14, 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 | 2/4/14, Tue | 2/21/14, Fri | | Cancel classes | Enter Spring class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Spring | 2/4/14, Tue | 2/21/14, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Spring. | Art. 12.F. |
| Karen | Monthly | 2/18/14, Tue | 2/21/14, Fri | | 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 | 2/21/14, Fri | 2/21/14, Fri | | FYI | Payroll Lockout - Monthly | |
| EMC | 3rd Thursday | - | 2/21/14, Fri | ? | Committees | Student Success & Support Program (EMC subcommittee) | |
| Deans, Admin. Staff | Summer | - | 2/21/14, Fri | ? | Instr. Asg's. | Distribute Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Chairs | Spring | 1/27/14, Mon | 2/24/14, 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 | 2/18/14, Tue | 2/24/14, Mon | | Budget | Deans/VP review and approve the Budget Prep. Worksheets and forward to Helen for submission. | |
| Karen | Summer/Fall | 2/19/14, Wed | 2/24/14, Mon | | Sched. prep. | Karen enters Page Proof redlines (if any) for Summer/Fall and returns redlined Page Proofs to Michelle | |
| Planning Committee | ? | - | 2/24/14, Mon | ? | Budget | Planning Council receives budget presentation | |
| Curriculum Committee | ? | - | 2/24/14, Mon | | Committees | Curriculum Committee meeting | |
| Facilities Committee | 3rd Monday | - | 2/24/14, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 4th Monday | - | 2/24/14, Mon | | Committees | SLO Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|--------------------------------|---|--|
| V.P. or designee | 1-3 year cycle for each member | - | 2/24/14, 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 | - | 2/24/14, 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 |
| President or designee, V.P. or designee, Prob. Faculty Member, Tenure Review Committee | 1-3 year cycle for each member | - | 2/24/14, Mon | | 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 |
| Academic Senate | 2nd & 4th Tuesday | - | 2/25/14, Tue | ? | Committees | Academic Senate meeting | |
| Research Dean | Winter/Spring | 2/10/14, Mon | 2/26/14, 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 | 2/10/14, Mon | 2/26/14, Wed | | Sched. prep. | Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations... | |
| Karen | Summer/Fall | 2/24/14, Mon | 2/26/14, Wed | | Sched. prep. | Karen updates Summer/Fall FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP | |
| Karen | Summer/Fall | 2/24/14, Mon | 2/26/14, Wed | | Sched. prep. | Sends Summer/Fall class schedules to DEC, requests DO create the d9500 files | |
| ??? | Wednesdays | - | 2/26/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 2/26/14, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 2/26/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/26/14, Wed | | FYI | Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|--------------|
| Deans, Admin. Staff | Wednesdays | - | 2/26/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Michelle, Clarissa | Summer/Fall | 2/26/14, Wed | 2/27/14, Thu | | Sched. prep. | Graphic Artist completes any corrections to Page Proofs for Summer/Fall schedule and sends electronic file to Printer | |
| Adjunct faculty with seniority in the dept. | Yearly | 2/27/14, Thu | 2/27/14, 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. |
| Academic Senate | ? | - | 2/27/14, Thu | ? | Budget | Academic Senate receives budget presentation | |
| Budget Committee | 4th Thursday | - | 2/27/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 2/27/14, Thu | | Committees | Student Services Council | |
| Deans, Chairs, Admin. Staff | Spring | 1/27/14, Mon | 2/28/14, Fri | | Instr. Asg's. | Review instr. asgs for Spring. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| V.P., Deans | Winter/Spring | 2/26/14, Wed | 2/28/14, 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... | |
| President or designee, Deans, Admin. Staff, AFT Chapter President | Yearly | 2/27/14, Thu | 2/28/14, 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. |
| Business Office | ? | - | 2/28/14, Fri | ? | Budget | Budget uploaded | |
| Work Environment Committee | Last Friday | - | 2/28/14, Fri | | Committees | Work Environment Committee meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 2/28/14, 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 | - | 2/28/14, Fri | | FYI | Academic Affairs - all staff meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|--|
| Deans, Admin. Staff | Summer | - | 2/28/14, 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. |
| Karen | Winter/Spring | 2/28/14, Fri | 3/3/14, Mon | | Sched. prep. | 1. requests the district prepare Winter/Spring for rollover on Protocol; 2. requests program schedules from the deans (i.e. Alcala-ACT, Eric- International Online...) | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/3/14, 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 |
| Admin. Staff | Monthly (as needed) | - | 3/3/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Karen | Summer/Fall | 3/4/14, Tue | 3/4/14, Tue | | Sched. prep. | Karen sends Excel file of Summer/Fall section list to Bookstore. | |
| Academic Senate | 1st & 3rd Tuesd | - | 3/4/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 3/4/14, Tue | | Div. Council | Divisional Council meeting | |
| Academic Senate | Yearly | - | 3/4/14, Tue | ? | Hiring | Academic Senate establishes a Faculty Position Hiring Prioritization Committee. | Art. 32. III. G. |
| Deans, Admin. Staff??? | Yearly | - | 3/4/14, 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 | - | 3/4/14, 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. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------|---------------------------|-----------------|---------|--------|---|--------------|
| Faculty Position Hiring Prioritization Committee | Yearly | - | 3/4/14, 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 | - | 3/4/14, 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 | - | 3/4/14, 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. |
| College President, Vice Chancellor | Yearly | - | 3/4/14, 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 representatives. | Art. 33.D. |
| Deans, Admin. Staff???, Compliance Officer??? | Yearly | - | 3/4/14, 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 | - | 3/4/14, 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 | - | 3/4/14, 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. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-------------------------------------|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|--|--|
| President, V.P., Deans, Chairs??? | Yearly | - | 3/4/14, Tue | ? | Hiring | Review FPIP hiring for Fall. Meet with president to identify number of hires for next hiring period. | |
| Deans, Admin. Staff??? | Yearly | - | 3/4/14, Tue | ? | Hiring | Send NOI's to the District. | |
| Deans, Admin. Staff??? | Yearly | - | 3/4/14, Tue | ? | Hiring | Track approval from the district on NOI's and acceptances. | |
| Faculty | Spring | - | 3/4/14, 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 | - | 3/4/14, Tue | | Sched. prep. | Discuss Winter/Spring production schedule at the Divisional Council meeting | |
| Karen | Summer/Fall | 2/28/14, Fri | 3/5/14, Wed | | Sched. prep. | Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP) | |
| Karen | Winter/Spring | 3/3/14, Mon | 3/5/14, Wed | | Sched. prep. | Karen creates timeline for the next semester's schedule production | |
| Karen | Summer/Fall | 3/5/14, Wed | 3/5/14, Wed | | Sched. prep. | Karen informs Info. Tech. when d9500 is available | |
| Planning Committee | 1st Wednesday | - | 3/5/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 3/5/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 3/5/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/5/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/5/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 3/6/14, Thu | | Committees | College Council meeting | |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | - | 3/6/14, 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 | Summer | 2/21/14, Fri | 3/7/14, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Faculty | Summer | 2/28/14, Fri | 3/7/14, Fri | | Instr. Asg's. | Faculty return Summer availability forms. | Art. 15.A.2. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|---|-----------------------|
| Karen | Summer/Fall | 3/5/14, Wed | 3/7/14, Fri | | Sched. prep. | 1. prepares final <i>online</i> schedule in Word 2. sends electronic file to Eric for posting on the web for Summer/Fall | |
| FYI | Monthly | - | 3/7/14, Fri | | FYI | Payroll Lockout - Semi-monthly | |
| Deans, Chairs | Summer | - | 3/7/14, 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. |
| Deans | Spring | 3/4/14, Tue | 3/10/14, Mon | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Accreditation Steering Committee | 2nd Monday | - | 3/10/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Peer Review Committee, Faculty being reviewed | 1-3 year cycle for each member | - | 3/10/14, Mon | | Evaluations (Comprehensive) | Committee meets with faculty member to review process. | Art. 19. Appendix C |
| Faculty | Spring | 2/24/14, Mon | 3/11/14, Tue | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Spring. | Art. 13.D.8.g. |
| Printer | Summer/Fall | 2/27/14, Thu | 3/11/14, Tue | | Sched. prep. | Printer prepares Blue Lines for Summer/Fall schedule and submits for approval | |
| Karen | Summer/Fall | 3/7/14, Fri | 3/11/14, Tue | | Sched. prep. | Makes Summer/Fall available on ESC | |
| Academic Senate | 2nd & 4th Tuesday | - | 3/11/14, Tue | | Committees | Academic Senate meeting | |
| ??? | Wednesdays | - | 3/12/14, Wed | | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 3/12/14, Wed | | Committees | Educational Master Plan Workgroup | |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 3/12/14, Wed | | Evaluations (Administrative) | Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15. | Art. 19.H. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/12/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/12/14, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------------|--|---------------------|
| President or designee | Yearly | - | 3/12/14, Wed | ? | Tenure Review | Before March 15, President forwards his and the Tenure Review Committee's recommendations to the Board regarding faculty member's continued service. | Art. 42.G. |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 3/12/14, Wed | ? | Tenure Review (Administrative) | Administrative Evaluation should be presented to Board prior to March 15. | Appendix C |
| EMC | 2nd Thursday | - | 3/13/14, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Board of Trustees | 1-3 year cycle for each member | - | 3/13/14, Thu | ? | Evaluations | BOT takes action on faculty Status for next year. | Art. 19 Appendix C |
| Faculty teaching D/DL | Summer/Fall (as needed) | 2/12/14, Wed | 3/14/14, 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., Deans | Summer/Fall | 3/11/14, Tue | 3/14/14, Fri | | Sched. prep. | V.P., Deans and Karen review Blue Lines for Summer/Fall schedule and return to Karen | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 3/14/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| College President, AFT | Summer | - | 3/14/14, 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 priority matters). | Art. 15.D. |
| Board of Trustees | 1-3 year cycle for each member | - | 3/14/14, Fri | ? | Tenure Review | BOT takes action on faculty Status for next year. | Appendix C |
| Facilities Committee | 3rd Monday | - | 3/17/14, Mon | | Committees | Facilities Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/17/14, Mon | | Evaluations (Comprehensive) | Committee finalizes plan after review by faculty. | Art. 19. Appendix C |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------------|---------------------------|-----------------|---------|--------------------------|---|--------------|
| Deans, Admin. Staff | Winter/Spring | 2/26/14, Wed | 3/18/14, Tue | | Sched. prep. | Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans. | |
| Deans, Chairs, Faculty, Academic Affairs Team | Winter/Spring | 3/4/14, Tue | 3/18/14, 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 participates. | Suggested |
| Deans, Chairs, Admin. Staff | Winter/Spring | 3/4/14, Tue | 3/18/14, Tue | | Sched. prep. | Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty. | |
| Karen, Michelle | Summer/Fall | 3/14/14, Fri | 3/18/14, Tue | | Sched. prep. | Karen, Chairs and Michelle review Blue Lines, correct any egregious errors reported by Deans. | |
| Michelle | Summer/Fall | 3/18/14, Tue | 3/18/14, Tue | | Sched. prep. | Michelle returns Blue Lines for Summer/Fall schedule to printer with approval to print | |
| Academic Senate | 1st & 3rd Tuesd | - | 3/18/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 3/18/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 3/18/14, Tue | | Committees | Transfer Committee meeting | |
| Deans, Program Directors | Winter/Spring | 3/3/14, Mon | 3/19/14, Wed | | Sched. prep. | Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Winter/Spring schedules to Karen. | |
| ??? | Wednesdays | - | 3/19/14, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 3/19/14, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/19/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/19/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 3/19/14, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------|--------------|---------------------------|-----------------|---------|---------------|---|--------------|
| Karen | Summer/Fall | 3/11/14, Tue | 3/20/14, Thu | | Sched. prep. | Creates programs for Summer/Fall: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use... | |
| Info. Tech., Karen | Summer/Fall | 3/11/14, Tue | 3/20/14, Thu | | Sched. prep. | Info. Tech. and Karen update Searchable Schedule programming for Summer/Fall and make available on website. | |
| Michelle, Clarissa | Summer/Fall | 3/18/14, Tue | 3/20/14, Thu | | Sched. prep. | Make Summer/Fall schedule available on website in pdf format. | |
| EMC | 3rd Thursday | - | 3/20/14, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| V.P. or designee | Summer | 2/28/14, Fri | 3/21/14, 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. |
| Karen | Monthly | 3/19/14, Wed | 3/21/14, Fri | | 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 | 3/21/14, Fri | 3/21/14, Fri | | FYI | Payroll Lockout - Monthly | |
| Deans, Admin. Staff | Summer | - | 3/21/14, Fri | Sp 6 | Instr. Asg's. | Initial offers of employment made to faculty for Summer (by end of 6th week of prior semester). | Art. 15.A.2. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---|---|---------------------|
| Karen | Winter/Spring | 3/14/14, Fri | 3/24/14, Mon | | Sched. prep. | 1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...) | |
| Curriculum Committee | ? | - | 3/24/14, Mon | | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 3/24/14, Mon | | Committees | SLO Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/24/14, Mon | | Evaluations (Comprehensive) | Committee sends final plan to V.P. | Art. 19. Appendix C |
| Admin. Staff | Yearly | - | 3/24/14, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Cesar Chavez Day. | |
| Academic Senate | 2nd & 4th Tuesday | - | 3/25/14, Tue | | Committees | Academic Senate meeting | |
| ??? | Wednesdays | - | 3/26/14, Wed | | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 3/26/14, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 3/26/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/26/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/26/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty member, President or designee | Yearly (as needed) | - | 3/26/14, Wed | | Instr. Asg's. - Pre-retirement Load Reduction | Faculty member initiates or changes participation in Pre-retirement Reduction in Workload Program by submitting appropriate paperwork to Pres. or designee by 4/1 of academic year preceding the acad. year reduction becomes effective. | Art. 26. |
| Budget Committee | 4th Thursday | - | 3/27/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 3/27/14, Thu | | Committees | Student Services Council | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|---|--|---|
| Work Environment Committee | Last Friday | - | 3/28/14, Fri | | Committees | Work Environment Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/28/14, Fri | | Evaluations (Comprehensive) | Begin - Comprehensive evaluation. Committee gathers data and begins review. | Art. 19.G.5. Art. 42. Appendix C |
| V.P., Deans, Admin. Staff | Every other Friday | - | 3/28/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Faculty member | Each term-As needed | - | 3/28/14, Fri | ? | Instr. Asg's. | A Faculty member may request to participate in Load Banking. | Art. 39.B. Appendix K |
| Deans, Admin. Staff | Fall | - | 3/28/14, Fri | ? | Instr. Asg's. | Distribute Load Block and 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. |
| FYI | Spring | - | 3/31/14, Mon | | Holiday | Cesar Chavez Day | Art. 11, App. M |
| Deans | Spring | 3/10/14, Mon | 4/1/14, Tue | ? | Rosters-Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| Business Office | ? | - | 4/1/14, Tue | ? | Budget | Budget adjustments submitted (begin) | |
| Academic Senate | 1st & 3rd Tuesd | - | 4/1/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 4/1/14, Tue | | Div. Council | Divisional Council meeting | |
| Admin. Staff | Monthly (as needed) | - | 4/1/14, Tue | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Chair, Faculty member | Each term-As needed | - | 4/1/14, Tue | ? | Instr. Asg's. | Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to | Art. 39.B. Appendix K |
| District, STRS admin. staff | Yearly (as needed) | - | 4/1/14, Tue | ? | Instr. Asg's. - Pre-retirement Load Reduction | The District and the administrative staff of STRS verify the faculty member's eligibility to participate in the Reduction in Workload program. | Art. 26. |
| Admin. Staff | Yearly | - | 4/1/14, Tue | | Notices | Send holiday (no classes) announcement to faculty through academic affairs email for Spring Break. | |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 4/1/14, Tue | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--------------------------------------|--------------------------------|---------------------------|-----------------|---------|---|---|---|
| Printer | Summer/Fall | 4/1/14, Tue | 4/2/14, Wed | | Sched. prep. | Printed schedules for Summer/Fall are available on campus. | |
| Planning Committee | 1st Wednesday | - | 4/2/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 4/2/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 4/2/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/2/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/2/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Dean, Chair, Scheduler, Admin. Staff | Yearly (as needed) | - | 4/2/14, Wed | ? | Instr. Asg's. - Pre-retirement Load Reduction | Faculty members assignments are adjusted according to Reduction in Workload agreement. | Art. 26. |
| V.P. | Spring | 2/18/14, Tue | 4/3/14, Thu | 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. |
| College Council | 1st Thursday | - | 4/3/14, Thu | | Committees | College Council meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 4/3/14, Thu | ? | Evaluations (Administrative) | Continue - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Faculty | Summer | - | 4/4/14, Fri | Sp 8 | Instr. Asg's. | Faculty return Summer offer letters to Chairs (by end of 8th week of prior semester). | Art. 15.A.2. |
| FYI | Monthly | - | 4/7/14, Mon | | FYI | Payroll Lockout - Semi-monthly | |
| V.P. | Each term-As needed | - | 4/7/14, Mon | ? | Instr. Asg's. | V.P. approves faculty member's Load Banking Plan. | Art. 39.B. Appendix K |
| FYI | Spring | - | 4/7/14, Mon | | Non-Instrct. Day | Spring Break | Art. 11, App. M |
| Academic Senate | 2nd & 4th Tuesday | - | 4/8/14, Tue | | Committees | Academic Senate meeting | |
| FYI | Spring | - | 4/8/14, Tue | | Non-Instrct. Day | Spring Break | Art. 11, App. M |
| ??? | Wednesdays | - | 4/9/14, Wed | ? | Committees | FPIP meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|--|
| R. Tillberg & others | 2nd & 4th Wed | - | 4/9/14, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/9/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/9/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| FYI | Spring | - | 4/9/14, Wed | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| Karen | Winter/Spring | 3/24/14, Mon | 4/10/14, Thu | | Sched. prep. | 1. generates Galleys and other supporting documents (e.g. over/under report...) 2. formats, enters special notes 3. distributes to Deans, emails to Chairs 4. sends email to all Faculty informing them the scheduling process is beginning. | |
| EMC | 2nd Thursday | - | 4/10/14, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| FYI | Yearly | - | 4/10/14, Thu | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| Faculty | Fall | 3/28/14, Fri | 4/11/14, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Admin. Staff | Summer | 4/4/14, Fri | 4/11/14, Fri | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Summer. | Art. 15.A.2. |
| Admin. Staff | Winter/Spring | 4/8/14, Tue | 4/11/14, Fri | | Sched. prep. | Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production. | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 4/11/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Spring | - | 4/11/14, Fri | | Holiday | Spring Break (½ day holiday for classified) | Art. 11, App. M |
| FYI | Spring | - | 4/12/14, Sat | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| FYI | Spring | - | 4/13/14, Sun | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| Admin. Staff | Spring | 4/7/14, Mon | 4/14/14, Mon | | Facilities mgmt. | Review room bookings for mid-Spring | |
| Accreditation Steering Committee | 2nd Monday | - | 4/14/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 4/14/14, Mon | | Evaluations (Comprehensive) | Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee. | Art. 19.G.5. Art. 42. Appendix C |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------------------------------|---------------------------|-----------------|---------|---------------------------|---|-----------------|
| Chief Admin. Officer | Quarterly | - | 4/14/14, Mon | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| FYI | Summer | - | 4/14/14, Mon | | FYI | Priority registration for Summer begins | |
| FYI | Spring | - | 4/14/14, Mon | | FYI | Spring's 2nd 8-week classes begin | |
| Faculty | Summer/Fall | 4/1/14, Tue | 4/15/14, Tue | | Sched. prep. | Book Orders Due for Summer/Fall | |
| Academic Senate | 1st & 3rd Tuesd | - | 4/15/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 4/15/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 4/15/14, Tue | | Committees | Transfer Committee meeting | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 4/16/14, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| ??? | Wednesdays | - | 4/16/14, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 4/16/14, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/16/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/16/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 3rd Thursday | - | 4/17/14, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| Admin. Staff | Each term-Daily, 7th through 9th week | 3/24/14, Mon | 4/18/14, Fri | | Cancel Classes-Late Start | Distribute Spring 2nd-8 weeks 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 | Each term-Daily, 7th through 9th week | 4/2/14, Wed | 4/18/14, Fri | | Cancel Classes-Late Start | Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes. | Art. 12.F. |
| Admin. Staff | Spring | 4/3/14, Thu | 4/18/14, Fri | | Cancel Classes-Late Start | Enter Spring class cancelations on Protocol for late start classes. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Spring | 4/3/14, Thu | 4/18/14, Fri | | Cancel Classes-Late Start | Notify students, instructors and Student Services of cancelled classes for late start classes for Spring. | Art. 12.F. |
| FYI | Spring | - | 4/20/14, Sun | | Non-Instrect. Day | Easter | Art. 11, App. M |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| Facilities Committee | 3rd Monday | - | 4/21/14, Mon | | Committees | Facilities Committee meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 4/21/14, Mon | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee. | Art. 19.G.9. Art. 42. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 4/21/14, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Academic Senate | 2nd & 4th Tuesday | - | 4/22/14, Tue | | Committees | Academic Senate meeting | |
| Faculty member | Fall (As needed) | - | 4/22/14, Tue | | Instr. Asg's. | Faculty member (with sufficient load credit) may submit a request for reduced assignment or Load Credit Leave to his/her Chair (with copy to V.P.) at least 4 months before the start of the academic term. | Art. 39.F. Appendix K |
| Deans, Chairs, Admin. Staff | Winter/Spring | 4/14/14, Mon | 4/23/14, Wed | | Sched. prep. | Deans meet with Chairs to discuss the Galleys , supporting documents and process for Winter/Spring. | |
| Karen | Monthly | 4/18/14, Fri | 4/23/14, Wed | | 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 | 4/23/14, Wed | 4/23/14, Wed | | FYI | Payroll Lockout - Monthly | |
| ??? | Wednesdays | - | 4/23/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 4/23/14, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/23/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/23/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Business Office | Quarterly | - | 4/24/14, Thu | ? | Budget | Submit 3rd Quarter Report | |
| Budget Committee | 4th Thursday | - | 4/24/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 4/24/14, Thu | | Committees | Student Services Council | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--------------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|--|
| V.P. (via Admin. Staff) | Fall | 4/3/14, Thu | 4/25/14, Fri | Sp 10 | Instr. Asg's. | Offer letters are mailed (email with return receipt acceptable) for Fall adjunct assignments (by end of 10th week of prior semester). | Art. 16.A.4. |
| Work Environment Committee | Last Friday | - | 4/25/14, Fri | | Committees | Work Environment Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 4/25/14, Fri | | Evaluations (Comprehensive) | If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee. | Art. 19.G.9. Art. 42. Appendix C |
| V.P., Deans, Admin. Staff | Every other Friday | - | 4/25/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Curriculum Committee | ? | - | 4/28/14, Mon | | Committees | Curriculum Committee meeting | |
| Academic Senate | 2nd & 4th Tuesday | - | 4/28/14, Mon | | Committees | Academic Senate meeting | |
| SLO Committee | 4th Monday | - | 4/28/14, Mon | | Committees | SLO Committee meeting | |
| FYI | Yearly | - | 4/28/14, Mon | ? | Hiring | Closing date for recruitment of new hires. | |
| Deans, Admin. Staff??? | Yearly | - | 4/28/14, Mon | ? | Hiring | Meet with Hiring Committees to set interview dates, compile interview questions and activities. | Art. 16.A.4. Art. 15.A.2 |
| Dean, Chair, Scheduler, Admin. Staff | Winter/Spring | 4/7/14, Mon | 4/30/14, Wed | | Sched. prep. | Tentatively check FTEP to determine if Chairs' assignments will need to be adjusted in the following year. Adjust asg's. on galley as needed. | Art. 17.C. |
| Chairs, Program Directors, Faculty | Winter/Spring | 4/14/14, Mon | 4/30/14, Wed | | Sched. prep. | Chairs consult with their division and program directors to discuss/redline the Galley and program schedules for Winter/Spring, and submit redlines to Karen | |
| ??? | Wednesdays | - | 4/30/14, Wed | ? | Committees | FPIP meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|--|
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 4/30/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 4/30/14, Wed | | Evaluations (Comprehensive) | V.P. or designee either formally accepts the Comprehensive evaluation or, returns evaluation to the committee with explanation of perceived problems. | Art. 19.G.10 Art. 42. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/30/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/30/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| District Office of Personnel Operations | Yearly | - | 4/30/14, Wed | | Hiring | The District Office of Personnel Operations shall provide a list of eligible transfer applicants to each hiring committee and the AFT (and notify each applicant on the list) by May 1. | Art. 34.A.3. |
| College Council | 1st Thursday | - | 5/1/14, Thu | | Committees | College Council meeting | |
| President or designee, Deans, Admin. Staff, Exclusive Representative (AFT) | Every 3 years by division need | - | 5/1/14, Thu | ? | Elections / Selections / Appointments | Send announcements for Division Chair Elections (3 weeks prior to the vote). Notify all division members (Full-time and Adjunct Rep) of when the vote will be, and include the statement of candidacy form. | Art. 17.B.5.c |
| Admin. Staff | Monthly (as needed) | - | 5/1/14, Thu | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Deans, Chairs, Admin. Staff | Spring | 3/24/14, Mon | 5/2/14, Fri | | Instr. Asg's. | Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| Karen | Winter/Spring | 4/14/14, Mon | 5/2/14, Fri | | Sched. prep. | Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-------------------------------------|--------------------------------|---------------------------|-----------------|---------|------------------------------|---|--|
| V.P., Chairs | Fall (As needed) | 4/22/14, Tue | 5/6/14, Tue | ? | Instr. Asg's. | Chair and/or V.P. approves reduced assignment or Load Credit Leave or gives written reason for non-approval (or delay) to the faculty member. | Art. 39.G. Appendix K |
| Academic Senate | 1st & 3rd Tuesd | - | 5/6/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 5/6/14, Tue | | Div. Council | Divisional Council meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 5/6/14, Tue | ? | Evaluations (Administrative) | Complete - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Peer Review Committee | 1-3 year cycle for each member | - | 5/6/14, Tue | | Evaluations (Comprehensive) | If V.P. returns Comprehensive eval. with problems, peer review committee will take action as appropriate and again forward (with explanation) to reviewee for comment. If reviewee does not comment in 5 working days, committee will forward summary to V.P. | Art. 19.G.11. Art. 42. Appendix C |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | 3/6/14, Thu | 5/7/14, Wed | | Evaluations (Basic) | Continue - Basic evaluations. | Art. 19.E-F. Art. 19.J. Appendix C |
| Planning Committee | 1st Wednesday | - | 5/7/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| ??? | Wednesdays | - | 5/7/14, Wed | ? | Committees | FPIP meeting | |
| FYI | Fall | - | 5/7/14, Wed | | FYI | Priority registration for Fall begins | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/7/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/7/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 2nd Thursday | - | 5/8/14, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| FYI | Monthly | - | 5/8/14, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Faculty | Fall | 4/25/14, Fri | 5/9/14, Fri | Sp 12 | Instr. Asg's. | Faculty return written acceptance or refusal of Fall adjunct assignment within 10 working days of the offer. | Art. 16.A.4. |
| Business Office | ? | - | 5/9/14, Fri | ? | Budget | Budget adjustments submitted (end) | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|--------------------------------|---------------------------|-----------------|---------|-------------------------------|---|---------------------------|
| V.P., Deans, Admin. Staff | Every other Friday | - | 5/9/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs, Admin. Staff | Summer | - | 5/9/14, Fri | Sp 12 | Instr. Asg's. | All Summer assignments filled by this date (end of 12th week of prior semester). | Art. 15.A.2. |
| Accreditation Steering Committee | 2nd Monday | - | 5/12/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Deans, Admin. Staff??? | Yearly | - | 5/12/14, Mon | ? | Hiring | Begin schedule of interviews for new Fall hires. | |
| Academic Senate | 2nd & 4th Tuesday | - | 5/13/14, Tue | | Committees | Academic Senate meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 5/13/14, Tue | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary. | Art. 19 Appendix C |
| Admin. Staff | Fall | 5/9/14, Fri | 5/14/14, Wed | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Fall. | Art. 15.A.2. |
| ??? | Wednesdays | - | 5/14/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 5/14/14, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/14/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/14/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 3rd Thursday | - | 5/15/14, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| V.P. or designee | 1-3 year cycle for each member | - | 5/15/14, Thu | | Evaluations (Comprehensive) | V.P. or designee formally accepts the committee's Comprehensive evaluation summary, delivers it to the reviewee and places a copy in the member's personnel file (district office). | Art. 19.G.11-12. Art. 42. |
| V.P. or designee | 2 year cycle for each member | 2/3/14, Mon | 5/16/14, Fri | | Evaluations (Division. Chair) | Division Chair evaluations - conducted by the V.P. or designee | Art. 19.K-M. Appendix C |
| Deans, Chairs | Winter/Spring | 5/2/14, Fri | 5/16/14, Fri | | Sched. prep. | Deans meet with Chairs and others, review the Galley redlines for Winter/Spring, then submit to Karen | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|--|
| Deans, Admin. Staff | Winter/Spring | 5/13/14, Tue | 5/16/14, Fri | | Sched. prep. | Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines. | |
| V.P. or designee, Chair, Supervisor or designated faculty member | 1-3 year cycle for each member | - | 5/16/14, Fri | | Evaluations (Basic) | Complete - Basic eval's. Place copy in member's personnel file. Copy to member, include written advice that member has the right to submit a written comment regarding the eval. If a comment is submitted, append it to the eval. in personnel file. | Art. 19.E-F. Art. 19.J. Appendix C |
| Faculty being reviewed | 1-3 year cycle for each member | - | 5/16/14, Fri | ? | Evaluations (Comprehensive) | Faculty member may submit a comment to be appended to the Comprehensive evaluation in member's personnel file. | Art. 19.G.13. Art. 42. |
| Candidates for Division Chair | Every 3 years by division need | 5/1/14, Thu | 5/19/14, Mon | ? | Elections / Selections / Appointments | Candidates for Division Chair confirm their candidacy in writing and submit their statement of candidacy (by 4 pm on the 3rd working day before the election) so it can be made available to faculty at the time of the election. | Art. 17.B.5.a. |
| Curriculum Committee | ? | - | 5/19/14, Mon | | Committees | Curriculum Committee meeting | |
| Facilities Committee | 3rd Monday | - | 5/19/14, Mon | | Committees | Facilities Committee meeting | |
| Admin. Staff | Yearly | - | 5/19/14, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Memorial Day. | |
| Business Office | ? | - | 5/20/14, Tue | ? | Budget | Hard copy prepared | |
| Academic Senate | 1st & 3rd Tuesd | - | 5/20/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 5/20/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 5/20/14, Tue | | Committees | Transfer Committee meeting | |
| Admin. Staff | Monthly (as needed) | - | 5/20/14, Tue | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| V.P. (via Admin. Staff) | Fall | 5/14/14, Wed | 5/21/14, Wed | | Instr. Asg's. | Notices to faculty not being offered a Fall assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process. | Art. 16.A.4. |

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

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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 | Every 3 years by division need | 5/19/14, Mon | 5/21/14, Wed | ? | Elections / Selections / Appointments | President or designee prepares ballots for Division Chair election(s) and brings to the election. | Art. 17.B.5.b. |
| ??? | Wednesdays | - | 5/21/14, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 5/21/14, Wed | | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/21/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff Karen | Wednesdays Monthly | - 5/20/14, Tue | 5/21/14, Wed 5/22/14, Thu | | FYI Instr. Asg's. | Follow up of Office of Instruction meeting 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... | |
| President or designee, Deans, Admin. Staff, Exclusive Representative (AFT) | Every 3 years by division need | 5/21/14, Wed | 5/22/14, Thu | ? | Elections / Selections / Appointments | Hold special mtg for Div. Chair elections. Conduct vote, record tally, Pres. & Exclusive Rep. of AFT sign tally. Pres. appoints elected Chairs. Timing not defined in contract but vote s/b early enough for new Chair asgs to be processed by July 1. | Art. 17.B.5.c. and Art. 17.B.5.i. |
| FYI | Monthly | 5/22/14, Thu | 5/22/14, Thu | | FYI | Payroll Lockout - Monthly | |
| Budget Committee | 4th Thursday | - | 5/22/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 5/22/14, Thu | | Committees | Student Services Council | |
| Deans, Chairs, Academic Affairs team | Winter/Spring | 5/16/14, Fri | 5/23/14, Fri | | Sched. prep. | Deans hold follow up meetings with Chairs, review/finalize the Galley redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen | |
| Work Environment Committee | Last Friday | - | 5/23/14, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 5/23/14, Fri | | FYI | Academic Affairs - all staff meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|-------------------|--|--------------------|
| SLO Committee | 4th Monday | - | 5/26/14, Mon | | Committees | SLO Committee meeting | |
| FYI | Yearly | - | 5/26/14, Mon | | Holiday | Memorial Day | Art. 11, App. M |
| Academic Senate | 2nd & 4th Tuesday | - | 5/27/14, Tue | | Committees | Academic Senate meeting | |
| Deans, Admin. Staff??? | Yearly | - | 5/27/14, Tue | ? | Hiring | Initial offers of employment made to faculty. (contract) | |
| Faculty | Yearly | - | 5/27/14, Tue | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Deans, Chairs | Summer | 5/19/14, Mon | 5/28/14, Wed | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Summer | 5/19/14, Mon | 5/28/14, Wed | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |
| V.P. or designee, Chair, AFT Chapter President | Summer | 5/20/14, Tue | 5/28/14, Wed | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| Deans, Admin. Staff | Spring (As needed) | 5/23/14, Fri | 5/28/14, Wed | | Instr. Asg's. | Review FTE values of reassigned and/or release time for Chairs, Vice Chairs, Consulting Instructors, ISA's, etc. and process corrections. | Art. 13, Art. 17 + |
| Karen | Winter/Spring | 5/23/14, Fri | 5/28/14, Wed | | Sched. prep. | 1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during 1st-draft prep 3. request District do global changes if needed | |
| ??? | Wednesdays | - | 5/28/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 5/28/14, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 5/28/14, Wed | ? | Committees | Resource Development Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------|---------------------------|-------------------------|---------|-------------------------------------|---|---|
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/28/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/28/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty Hiring Prioritization Committee | ? | - | 5/28/14, Wed | ? | Hiring - Counseling staffing levels | Counseling staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ... | Art. 13.A.4. |
| Faculty Hiring Prioritization Committee | ? | - | 5/28/14, Wed | ? | Hiring - Library staffing levels | Library staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ... | Art. 13.A.3. |
| V.P., Deans, Chairs, Admin. Staff | Spring | 5/19/14, Mon | 5/30/14, Fri | | Instr. Asg's. | Review seniority lists for Spring and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative | Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. |
| Deans, Admin. Staff, Helen | Spring | 5/19/14, Mon | 5/30/14, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| College | Yearly | - | 5/30/14, Fri | ? | Div. Goals/Mgmt | The college should include a regular review of divisional clerical support needs in its classified staffing plans. | Art. 17.I. and Art. 44. |
| Deans, Chairs | Spring | 2/3/14, Mon | 6/2/14, Mon | | Sched. prep. | Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES). | Audit requirement |
| Kathy | Spring | 2/10/14, Mon | 6/2/14, Mon | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |
| Academic Senate | 1st & 3rd Tuesd | - | 6/3/14, Tue | | Committees | Academic Senate Executive Board meeting | |

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

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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 | - | 6/3/14, Tue | | Div. Council | Divisional Council meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 6/3/14, Tue | | Div. Council | Divisional Council meeting | |
| Planning Committee | 1st Wednesday | - | 6/4/14, Wed | ? | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 6/4/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 6/4/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/4/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/4/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 6/5/14, Thu | | Committees | College Council meeting | |
| Karen | Spring | 6/2/14, Mon | 6/6/14, Fri | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| FYI | Monthly | - | 6/6/14, Fri | | FYI | Payroll Lockout - Semi-monthly | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 6/6/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Karen | Winter/Spring | 5/28/14, Wed | 6/9/14, Mon | | Sched. prep. | 1. puts Galley redlines on Protocol, & ACT, Puente, Black Scholars, Intern'l, Jumpstart (if not done already), 2. misc. clean up. | |
| FYI | Spring | 6/3/14, Tue | 6/9/14, Mon | | FYI | Final Exams for Spring. | Appendix M |
| Accreditation Steering Committee | 2nd Monday | - | 6/9/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Deans, Chairs | Yearly | - | 6/9/14, Mon | ? | Div. Goals/Mgmt | Divisions complete Program Review | |
| Division members | Every 3 years by division need | - | 6/9/14, Mon | ? | Elections / Selections / Appointments | Designated Vice Chairs are selected by division(s) if applicable. | Art. 17.F.1. |
| Admin. Staff | Summer | - | 6/9/14, Mon | | Facilities mgmt. | Print out Room Book | |
| Deans, Admin. Staff??? | Yearly | - | 6/9/14, Mon | ? | Hiring | Complete hiring process for new hires and provide faculty orientation for all new hires. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------------|---------------------------|-----------------|---------|---|---|--|
| Faculty | Summer | - | 6/9/14, Mon | ? | Instr. Asg's. | Faculty post their Summer office hours schedule and give copy to the V.P. of Academic Affairs. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Employee, V.P. and Division Chair, Any tenured faculty, Dean, Admin. Staff or Helen | As needed | - | 6/9/14, Mon | ? | Mentoring | If requested by a contract faculty member, V.P. and Chair shall designate a tenured faculty member as mentor. Secretary processes \$450 mentoring pay. | Art. 42. H. |
| Academic Senate | 2nd & 4th Tuesday | - | 6/10/14, Tue | | Committees | Academic Senate meeting | |
| V.P., Chairs | Every 3 years by division need | - | 6/10/14, Tue | ? | Elections / Selections / Appointments | Appointed Vice Chairs are selected by the Chairs. | Art. 17.F.2. |
| FYI | Yearly | - | 6/10/14, Tue | ? | FYI | Graduation Day | |
| Faculty | Yearly | - | 6/10/14, Tue | | Prof. Dev. | Non-Instruction - Staff development day | Art. 11, App. M |
| Admin. Staff | Summer | 6/4/14, Wed | 6/11/14, Wed | | Semester prep. | Phone calls to instructors to remind them when Summer term begins | |
| ??? | Wednesdays | - | 6/11/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 6/11/14, Wed | | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/11/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/11/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty | Yearly | - | 6/11/14, Wed | | Prof. Dev. | Non-Instruction - Staff development day | Art. 11, App. M |
| Chairs, Vice Chairs | Spring | 5/15/14, Thu | 6/12/14, Thu | | Supervision Pay | Chairs and Vice Chairs verify with Deans that they have completed all their required evaluation responsibilities; and submit employee lists for Supervisor Pay. | Art. 17.F.6. |
| EMC | 2nd Thursday | - | 6/12/14, Thu | | Committees | Enrollment Management Committee (EMC) meeting | |
| Faculty | Yearly | - | 6/12/14, Thu | | Prof. Dev. | Faculty submit their reports on professional development activity by the day after the last professional development day of the spring. | Art. 10.D.2.d. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------|---------------------|---------------------------|-----------------|---------|--------------------------------------|--|----------------|
| Admin. Staff | Summer | - | 6/12/14, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Admin. Staff | Monthly (as needed) | 6/9/14, Mon | 6/13/14, Fri | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| V.P., Deans, Admin. Staff | Summer | 6/10/14, Tue | 6/13/14, Fri | | Semester prep. | Meet to discuss/prepare for 1st day/week of Summer classes | |
| Karen | Winter/Spring | 6/12/14, Thu | 6/13/14, Fri | | Sched. prep. | Karen preps course level inf. for review, gives to Ara (or Curriculum Asst.) | |
| Admin. Staff | Summer | 6/9/14, Mon | 6/16/14, Mon | | Facilities mgmt. | Review room bookings | |
| Admin. Staff, Michelle | Summer | 6/9/14, Mon | 6/16/14, Mon | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Summer | 6/9/14, Mon | 6/16/14, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Faculty | Spring | 6/10/14, Tue | 6/16/14, Mon | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Deans, Admin. Staff | Yearly | 6/12/14, Thu | 6/16/14, Mon | | Prof. Dev. | Dean(s) monitor the return of faculty's flex reporting. | Art. 10.D.2.d. |
| Karen | Winter/Spring | 6/13/14, Fri | 6/16/14, Mon | | Sched. prep. | Karen preps online schedule for review, gives to Eric | |
| Facilities Committee | 3rd Monday | - | 6/16/14, Mon | | Committees | Facilities Committee meeting | |
| FYI | Summer | - | 6/16/14, Mon | | FYI | Summer classes begin | Appendix M |
| V.P., Deans | Summer | - | 6/16/14, Mon | ? | 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). | |
| Technology Committee | 3rd Tuesday | - | 6/17/14, Tue | ? | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 6/17/14, Tue | ? | Committees | Transfer Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-------------------------------|---------------------------|-----------------|---------|--------------------------|---|--------------|
| Dean, Chair, Scheduler, Admin. Staff | Yearly | 5/14/14, Wed | 6/18/14, Wed | | Instr. Asg's. | Run FTEP report, review, determine Chairs' reassigned time for next academic year. Adjust assignments on SAP as needed (through PCR?). | Art. 17.C. |
| ??? | Wednesdays | - | 6/18/14, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 6/18/14, Wed | ? | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/18/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/18/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 6/18/14, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Michelle, Clarissa | Winter/Spring | - | 6/18/14, Wed | | Sched. prep. | Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others. | |
| Deans, Admin. Staff, Helen | Spring | 6/5/14, Thu | 6/19/14, Thu | | Supervision Pay | Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly. | |
| EMC | 3rd Thursday | - | 6/19/14, Thu | ? | Committees | Student Success & Support Program (EMC subcommittee) | |
| Admin. Staff | Each term-Daily thru 2nd week | 6/2/14, Mon | 6/20/14, Fri | | Cancel classes | Distribute Summer 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 | Each term-Daily thru 2nd week | 6/9/14, Mon | 6/20/14, Fri | | Cancel classes | Review Summer enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations. | Art. 12.F. |
| Admin. Staff | Summer | 6/10/14, Tue | 6/20/14, Fri | | Cancel classes | Enter Summer class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Summer | 6/10/14, Tue | 6/20/14, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Summer. | Art. 12.F. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|--|---------------------------|
| College, AFT, Admin. Staff??? | As needed | 6/16/14, Mon | 6/20/14, Fri | ? | Committees | If compensation for an adjunct faculty member's committee service is agreed to by the college and AFT, Secretary ??? processes the assignment for ancillary duties. | Art. 32. II. |
| Academic Senate, Administrators designated by College President, AFT Chapter President | As needed | 6/16/14, Mon | 6/20/14, Fri | ? | Committees | The college shall establish committees per Article 32. | Art. 9. Art. 32. |
| College President, AFT Chapter President, Academic Senate Pres., Admin. Staff??? | Yearly | 6/16/14, Mon | 6/20/14, Fri | ? | Committees | Compensation, if any, for faculty committee chair shall be determined by College Pres., AFT Chapter Pres. and Academic Senate Pres. at beginning of each academic year (exception: see Article 9.E. for WEC Chair). Secretary processes asg's. | Art. 9.E. Art. 32. IV. |
| Faculty | Summer | 6/16/14, Mon | 6/20/14, Fri | Su 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 6/20/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Every 3 years by division need | 5/22/14, Thu | 6/23/14, Mon | | Elections / Selections / Appointments | Admin. Staff process any new Chair and/or Vice Chair assignments before July 1. | |
| District Office | Yearly | 6/16/14, Mon | 6/23/14, Mon | ? | Sched. prep. | Attendance Accounting will request a preliminary DSCH run (to determine FTES est. and check reporting period flags). | |
| Karen | Monthly | 6/18/14, Wed | 6/23/14, Mon | | 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 | 6/23/14, Mon | 6/23/14, Mon | | FYI | Payroll Lockout - Monthly | |
| SLO Committee | 4th Monday | - | 6/23/14, Mon | ? | Committees | SLO Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|--------------------------------------|--|-------------------|
| Faculty | Summer | - | 6/23/14, 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 | 1st & 3rd Tuesday | - | 6/24/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| Academic Senate | 2nd & 4th Tuesday | - | 6/24/14, Tue | ? | Committees | Academic Senate meeting | |
| ??? | Wednesdays | - | 6/25/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wednesday | - | 6/25/14, Wed | | Committees | Educational Master Plan Workgroup | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 6/25/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/25/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/25/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| ??? | Yearly | 6/10/14, Tue | 6/26/14, Thu | ? | Prof. Dev. | Final reporting on professional development will be completed | Art. 10.D.2.d. |
| Budget Committee | 4th Thursday | - | 6/26/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 6/26/14, Thu | | Committees | Student Services Council | |
| Karen | Winter/Spring | 6/9/14, Mon | 6/27/14, Fri | | Sched. prep. | Karen exports Winter/Spring schedule " Camera Ready " report, formats, cleans up | |
| Karen | Yearly (as needed) | 6/16/14, Mon | 6/27/14, Fri | | Sched. prep. | Check / clean up coding on Protocol for all 4 terms of the academic year. | |
| Karen | Summer | 6/16/14, Mon | 6/27/14, Fri | | Sched. prep. | Check reporting period flags for summer (census or end) - District Office deadline. | |
| Deans, Chairs, Admin. Staff | Summer | 6/16/14, Mon | 6/27/14, Fri | | Sched. prep. | Review TBA sessions for Summer which must be converted to specific time/day by 2nd week of term. | Audit requirement |
| Work Environment Committee | Last Friday | - | 6/27/14, Fri | ? | Committees | Work Environment Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------|---------------------------|-----------------|---------|--------------------------------------|---|---------------------|
| Deans, Chairs, Admin. Staff | Summer | 5/28/14, Wed | 6/30/14, Mon | | Instr. Asg's. | Review instr. asgs for Summer. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | Art. 15.A.2. |
| Ara or Curriculum Asst. | Winter/Spring | 6/13/14, Fri | 6/30/14, Mon | | Sched. prep. | Reviews course attributes from Camera Ready report for Winter/Spring, redlines corrections and submits to Karen | |
| Eric Ichon | Winter/Spring | 6/16/14, Mon | 6/30/14, Mon | | Sched. prep. | Eric Ichon reviews/refines online schedule for Winter/Spring and submits to Karen. | |
| Chairs | Winter/Spring | 6/18/14, Wed | 6/30/14, Mon | | Sched. prep. | Chairs submit department ads to Deans/Karen for Winter/Spring printed schedule | |
| Deans | Summer | 6/23/14, Mon | 6/30/14, Mon | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Karen | Winter/Spring | 6/27/14, Fri | 6/30/14, Mon | | Sched. prep. | Sets up dummy sections on DEC for Winter/Spring, request District run program to set dates (e.g. census, LDTD...) | |
| Curriculum Committee | ? | - | 6/30/14, Mon | ? | Committees | Curriculum Committee meeting | |
| Supervisors | Yearly (as needed) | - | 6/30/14, Mon | ? | Evaluations (Classified) | Permanent employees shall be evaluated at least once each year. | Staff Guild Art. 16 |
| Admin. Staff | Yearly | - | 6/30/14, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Independence Day. | |
| District Office | Spring | - | 6/30/14, Mon | | Supervision Pay | Supervisor Pay is issued by District Office (last pay period of semester) | Art. 17.F.6. |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 7/1/14, Tue | ? | Div. Council | Divisional Council meeting | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------|--------------------------|---------------------------|------------------------|---------|------------------|---|--------------------------|
| V.P., Deans, Admin. Staff | Yearly (as needed) | - | 7/1/14, Tue | | Overtime | Overtime lists (of available employees) may be established at the beginning of the fiscal year or when the first overtime opportunity arises. Lists must be posted and sent to AFT Staff Guild Chapter Chair. | Staff Guild Art. 12.B. |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 7/1/14, Tue | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| Planning Committee | 1st Wednesday | - | 7/2/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 7/2/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 7/2/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/2/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/2/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans | Winter/Spring | 6/30/14, Mon | 7/3/14, Thu | | Sched. prep. | Deans submit wrap to Graphic Artist and department ads to Karen for Winter/Spring printed schedule | |
| College Council | 1st Thursday | - | 7/3/14, Thu | ? | Committees | College Council meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 7/4/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 7/4/14, Fri | | Holiday | Independence Day | Art. 11, App. M |
| Admin. Staff | Monthly (as needed) | - | 7/7/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| College | Yearly | - | 7/7/14, Mon | ? | Prof. Dev. | Each college shall establish a Professional Conference Fund. | Art. 23.D. Art. 23.I. |
| College | Yearly | - | 7/7/14, Mon | ? | Prof. Dev. | Each college shall establish a Tuition Reimbursement Fund. | Art. 23.G. Art. 23.I. |
| President, AFT, Academic Senate | Yearly | - | 7/7/14, Mon | ? | Prof. Dev. | President, AFT and Academic Senate select members of the Professional Growth Committee. | Art. 23.A. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------------|---------------------------|-----------------|---------|--------------------------------------|--|---|
| Professional Growth Committee | Yearly | - | 7/7/14, Mon | ? | Prof. Dev. | Professional Growth Committee selects a chair, prescribes the chair's duties, determines procedures, administers the Professional Conference and Tuition Reimbursement Funds... | Art. 23. |
| District Office | Yearly | - | 7/7/14, Mon | ? | Prof. Dev. | The District provides Professional funds to the colleges. | Art. 23.I. |
| Faculty | Summer | 6/18/14, Wed | 7/8/14, Tue | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Summer. | Art. 13.D.8.g. |
| Karen V.P. (via Karen) | Winter/Spring | 6/30/14, Mon | 7/8/14, Tue | | Sched. prep. | 1. makes changes per Eric (online) & Ara (headings) to "Camera Ready", formats 2. creates supplemental pages (e.g. ACT, Online, Short-term...) 3. makes pdf file available on the web,email faculty to review 4. gives hardcopy to Deans for review. | Art. 16.A.4. V.P. makes proposed class sched. available electronically to all faculty for review in sufficient time to correct errors before final print. |
| Academic Senate | 1st & 3rd Tuesday | - | 7/8/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Academic Senate | 2nd & 4th Tuesday | - | 7/8/14, Tue | ? | Committees | Academic Senate meeting | |
| FYI | Monthly | - | 7/8/14, Tue | | FYI | Payroll Lockout - Semi-monthly | |
| ??? | Wednesdays | - | 7/9/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wednesday | - | 7/9/14, Wed | | Committees | Educational Master Plan Workgroup | |
| President or designee, V.P. or designee | As needed | - | 7/9/14, 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 |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|------------------------------|--|------------------------|
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 7/9/14, 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 | Wednesdays | - | 7/9/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/9/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 2nd Thursday | - | 7/10/14, Thu | ? | Committees | Enrollment Management Committee (EMC) meeting | |
| Chief Admin. Officer | Quarterly | - | 7/11/14, Fri | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| Facilities Committee | 3rd Monday | - | 7/14/14, Mon | ? | Committees | Facilities Committee meeting | |
| Accreditation Steering Committee | 2nd Monday | - | 7/14/14, Mon | ? | Committees | Accreditation Steering Committee meeting | |
| Technology Committee | 3rd Tuesday | - | 7/15/14, Tue | ? | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 7/15/14, Tue | ? | Committees | Transfer Committee meeting | |
| Deans, Chairs, Faculty | Winter/Spring | 7/8/14, Tue | 7/16/14, Wed | | Sched. prep. | Faculty and Chairs and Deans review electronic copy of Winter/Spring class schedule and submit any egregious errors to Chairs | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 7/16/14, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| ??? | Wednesdays | - | 7/16/14, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 7/16/14, Wed | ? | Committees | Distance Education Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/16/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/16/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Chairs | Winter/Spring | 7/8/14, Tue | 7/18/14, Fri | | Sched. prep. | Chairs review Winter/Spring class schedule, redline any egregious errors (including those reported by faculty) and submit to Dean's. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|---------------------|---------------------------|-----------------|---------|---|--|----------------|
| V.P., Deans, Admin. Staff | Every other Friday | - | 7/18/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| V.P., Division Chair, Retiring member | Fall (As needed) | - | 7/18/14, Fri | | Instr. Asg's.- Retirement, Resignation, Termination | A newly retired faculty member may submit a request for placement on a seniority list to the Chair and V.P. within 30 days of retiring and at least 45 days prior to the start of the term of his/her first assignment under this section. | Art. 22.C-D. |
| Karen | Winter/Spring | - | 7/18/14, Fri | | Sched. prep. | Removes URL used for schedule review from the web. | |
| Deans | Summer | 6/30/14, Mon | 7/21/14, Mon | ? | Rosters- Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| Board, AFT | Fall | - | 7/21/14, Mon | ? | Ancillary Activity Asg's. | Upon AFT request, Board grants (at least 6 weeks before semester starts) max 8.5 FTE of D basis released time for processing grievances and implementation of Agreement. | Art. 8.I. |
| Admin. Staff | Monthly (as needed) | - | 7/21/14, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Admissions | Winter/Spring | 7/10/14, Thu | 7/22/14, Tue | | Sched. prep. | Confirms Calendar Dates for Winter/Spring schedules, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC) | |
| Karen | Winter/Spring | 7/18/14, Fri | 7/22/14, Tue | | Sched. prep. | Karen reviews final changes submitted by Chairs, and submits to Deans | |
| Academic Senate | 2nd & 4th Tuesday | - | 7/22/14, Tue | | Committees | Academic Senate meeting | |
| Deans | Winter/Spring | 7/22/14, Tue | 7/23/14, Wed | | Sched. prep. | Deans review final Winter/Spring class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen. | |
| ??? | Wednesdays | - | 7/23/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 7/23/14, Wed | | Committees | Educational Master Plan Workgroup | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|------------------|---|--------------|
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/23/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/23/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Monthly | 7/18/14, Fri | 7/24/14, 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 | 7/24/14, Thu | 7/24/14, Thu | | FYI | Payroll Lockout - Monthly | |
| Budget Committee | 4th Thursday | - | 7/24/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 7/24/14, Thu | | Committees | Student Services Council | |
| Karen | Winter/Spring | 7/23/14, Wed | 7/25/14, Fri | | Sched. prep. | 1. Karen enters any changes from review of Winter/Spring schedule 2. sends MS Word file to Michelle/Clarissa | |
| Work Environment Committee | Last Friday | - | 7/25/14, Fri | | Committees | Work Environment Committee meeting | |
| Business Office | Quarterly | - | 7/28/14, Mon | ? | Budget | Submit 4th Quarter Report | |
| Curriculum Committee | ? | - | 7/28/14, Mon | ? | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 7/28/14, Mon | | Committees | SLO Committee meeting | |
| Admin. Staff | Fall | - | 7/28/14, Mon | | Facilities mgmt. | Print out Room Book | |
| Academic Senate | 1st & 3rd Tues | - | 7/29/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| ??? | Wednesdays | - | 7/30/14, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 7/30/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 7/30/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 7/30/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 8/1/14, Fri | | FYI | Academic Affairs - all staff meeting | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|-------------------------------|---------------------------|------------------------|---------|------------------|--|-------------------|
| Deans, Chairs | Fall | 7/28/14, Mon | 8/4/14, Mon | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Fall | 7/28/14, Mon | 8/4/14, Mon | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |
| V.P. or designee, Chair, AFT Chapter President | Fall | 7/29/14, Tue | 8/4/14, Mon | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| Admin. Staff | Monthly (as needed) | - | 8/4/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Academic Senate | 1st & 3rd Tues | - | 8/5/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 8/5/14, Tue | ? | Div. Council | Divisional Council meeting | |
| Planning Committee | 1st Wednesday | - | 8/6/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 8/6/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 8/6/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 8/6/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/6/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 8/7/14, Thu | ? | Committees | College Council meeting | |
| Deans, Chairs | Summer | 6/16/14, Mon | 8/8/14, Fri | | Sched. prep. | Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES). | Audit requirement |
| Michelle, Clarissa | Winter/Spring | 7/22/14, Tue | 8/8/14, Fri | | Sched. prep. | Graphic Artist submits draft cover and wrap for Winter/Spring to President, V.P. and Deans for review | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------|-------------------|---------------------------|-----------------|---------|--------------------------------------|---|----------------|
| Michelle, Clarissa | Winter/Spring | 7/25/14, Fri | 8/8/14, Fri | | Sched. prep. | Graphic Artist completes layout of Winter/Spring schedule and submits Page Proofs to Karen for review | |
| Michelle | Winter/Spring | 8/8/14, Fri | 8/8/14, Fri | | Sched. prep. | Michelle faxes bids to printers, collects bids and determines lowest | |
| FYI | Monthly | - | 8/8/14, Fri | | FYI | Payroll Lockout - Semi-monthly | |
| Deans, Admin. Staff | Fall | - | 8/11/14, Mon | ? | 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. |
| Karen | Winter/Spring | 8/8/14, Fri | 8/12/14, Tue | | Sched. prep. | Karen reviews Winter/Spring Page Proofs, then submits to Deans for their review. | |
| Michelle | Winter/Spring | 8/8/14, Fri | 8/12/14, Tue | | Sched. prep. | Michelle submits PO request | |
| Academic Senate | 2nd & 4th Tuesday | - | 8/12/14, Tue | ? | Committees | Academic Senate meeting | |
| ??? | Wednesdays | - | 8/13/14, Wed | ? | Committees | FPIP meeting | |
| R. Tillberg & others | 2nd & 4th Wed | - | 8/13/14, Wed | ? | Committees | Educational Master Plan Workgroup | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 8/13/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/13/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans | Winter/Spring | 8/12/14, Tue | 8/14/14, Thu | | Sched. prep. | Deans review Winter/Spring Page Proofs, redline any egregious errors and return to Karen | |
| EMC | 2nd Thursday | - | 8/14/14, Thu | ? | Committees | Enrollment Management Committee (EMC) meeting | |
| Faculty | Summer | 8/1/14, Fri | 8/15/14, Fri | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Deans, Admin. Staff, Helen | Summer | 8/4/14, Mon | 8/15/14, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?] process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|------------------------------|--|-----------------------|
| Karen | Summer | 8/11/14, Mon | 8/15/14, Fri | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 8/15/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| President, V.P., Deans | Winter/Spring | 8/8/14, Fri | 8/18/14, Mon | ? | Sched. prep. | President, V.P. and Deans review/approve cover and wrap for Winter/Spring schedule | |
| Facilities Committee | 3rd Monday | - | 8/18/14, Mon | | Committees | Facilities Committee meeting | |
| ??? | Fall | - | 8/18/14, 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. |
| Karen | Winter/Spring | 8/14/14, Thu | 8/19/14, Tue | | Sched. prep. | Karen enters Page Proof redlines (if any) for Winter/Spring and returns redlined Page Proofs to Michelle | |
| Academic Senate | 1st & 3rd Tuesday | - | 8/19/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 8/19/14, Tue | ? | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 8/19/14, Tue | ? | Committees | Transfer Committee meeting | |
| Karen | Winter/Spring | 8/19/14, Tue | 8/20/14, Wed | | Sched. prep. | Karen updates Winter/Spring FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP | |
| ??? | Wednesdays | - | 8/20/14, Wed | ? | Committees | FPIP meeting | |
| Distance Education Committee | 3rd Wednesday | - | 8/20/14, Wed | ? | Committees | Distance Education Committee meeting | |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 8/20/14, Wed | | Evaluations (Administrative) | Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15. | Art. 19.H. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 8/20/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/20/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 8/20/14, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|-----------------------|---------------------------|-----------------|---------|----------------|---|---|
| Karen | Winter/Spring | 8/20/14, Wed | 8/21/14, Thu | | Sched. prep. | Sends Winter/Spring class schedules to DEC, requests DO create the d9500 files | |
| Accreditation Steering Committee | 2nd Monday | - | 8/21/14, Thu | | Committees | Accreditation Steering Committee meeting | |
| Admin. Staff | Fall | - | 8/21/14, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Kathy | Summer | 7/7/14, Mon | 8/22/14, Fri | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |
| Karen | Monthly | 8/19/14, Tue | 8/22/14, Fri | | 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... | |
| Michelle, Clarissa | Winter/Spring | 8/19/14, Tue | 8/22/14, Fri | | Sched. prep. | Graphic Artist completes any corrections to Page Proofs for Winter/Spring schedule and sends electronic file to Printer | |
| FYI | Monthly | 8/22/14, Fri | 8/22/14, Fri | | FYI | Payroll Lockout - Monthly | |
| Admin. Staff | Fall | 8/18/14, Mon | 8/25/14, Mon | | Instr. Asg's. | Distribute seniority lists to Division Chairs for update (from Spring, for Fall updates). | Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. |
| Curriculum Committee | ? | - | 8/25/14, Mon | ? | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 8/25/14, Mon | ? | Committees | SLO Committee meeting | |
| Faculty | Fall | - | 8/25/14, Mon | ? | Instr. Asg's. | Faculty post their Fall office hours schedule and give copy to the V.P. of Academic Affairs. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Admin. Staff | Yearly | - | 8/25/14, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Labor Day. | |
| Admin. Staff | Fall | - | 8/25/14, Mon | | Semester prep. | Run Sorted by Instructor reports for Mailroom at the start of the Fall semester. | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|----------------|--|--------------|
| College President, Academic Senate | Yearly | 8/4/14, Mon | 8/26/14, Tue | ? | Prof. Dev. | Activities for the Professional Development days will be determined by the College Academic Senate in consultation with college president. | Art. 10.D.4. |
| Research Dean | Summer/Fall | 8/12/14, Tue | 8/26/14, Tue | | Sched. prep. | Research Dean prepares and submits the allocation models for Summer/Fall to V.P., Deans, Karen | |
| V.P., Deans, Karen, Rebecca, Admin. Staff | Summer/Fall | 8/12/14, Tue | 8/26/14, Tue | | Sched. prep. | Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations... | |
| Academic Senate | 2nd & 4th Tuesday | - | 8/26/14, Tue | ? | Committees | Academic Senate meeting | |
| V.P., Deans, Admin. Staff | Fall | - | 8/26/14, Tue | | Semester prep. | Meet to discuss/prepare for 1st day/week of Fall classes | |
| Admin. Staff | Fall | 8/20/14, Wed | 8/27/14, Wed | | Semester prep. | Phone calls to instructors to remind them when Fall term begins | |
| ? | As needed | - | 8/27/14, Wed | ? | Accreditation | Self studies, including planning agendas, presented to Board/Chancellor | |
| R. Tillberg & others | ? | - | 8/27/14, Wed | ? | Committees | Educational Master Plan Workgroup | |
| ??? | Wednesdays | - | 8/27/14, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 8/27/14, Wed | ? | Committees | Resource Development Committee meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/27/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 8/27/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty | Yearly | - | 8/27/14, Wed | | Prof. Dev. | Non-Instruction - Staff development day | Art. 10.D. |
| Faculty member | ? | - | 8/27/14, Wed | | Tenure Review | New Probationary Contract Employee begins first full year of full time work | Art. 42.C.1. |
| V.P., Deans | Summer/Fall | 8/26/14, Tue | 8/28/14, Thu | | Sched. prep. | V.P. and Deans decide on allocation for Summer/Fall and finalize any special directions to be given to the Chairs, e.g. budget, required cuts or adds... | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------|--------------------|---------------------------|-----------------|---------|------------------|--|-----------------|
| Budget Committee | 4th Thursday | - | 8/28/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 8/28/14, Thu | ? | Committees | Student Services Council | |
| Faculty | Yearly | - | 8/28/14, Thu | | Prof. Dev. | Non-Instruction - Staff development day | Art. 10.D. |
| Faculty | Yearly | 8/28/14, Thu | 8/29/14, Fri | ? | Prof. Dev. | Professional Development - Mandatory Flex Day | Art. 10.D. |
| Karen | Summer/Fall | 8/28/14, Thu | 8/29/14, Fri | | Sched. prep. | 1. requests the district prepare for rollover on Protocol and PeopleSoft; 2. requests program schedules from the deans (i.e. Alcala-ACT, Eric- International Online...) | |
| Work Environment Committee | Last Friday | - | 8/29/14, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 8/29/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Faculty | Yearly | - | 8/29/14, Fri | | Prof. Dev. | Non-Instruction - Staff development day | Art. 11, App. M |
| Faculty | Yearly | - | 8/30/14, Sat | | Non-Instret. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 8/31/14, Sun | | Non-Instret. Day | Non-Instruction day | Art. 11, App. M |
| FYI | Yearly | - | 9/1/14, Mon | | Holiday | Labor Day | Art. 11, App. M |
| Admin. Staff | Fall | 8/19/14, Tue | 9/2/14, Tue | | Semester prep. | Give instructor list to Reprographics to create mail boxes. | |
| Admin. Staff | Fall | 8/25/14, Mon | 9/2/14, Tue | | Facilities mgmt. | Review room bookings | |
| Karen | Winter/Spring | 8/25/14, Mon | 9/2/14, Tue | | Sched. prep. | Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP) | |
| Karen | Winter/Spring | 8/25/14, Mon | 9/2/14, Tue | | Sched. prep. | Karen informs Info. Tech. when d9500 is available | |
| Admin. Staff, Michelle | Fall | 8/26/14, Tue | 9/2/14, Tue | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Fall | 8/26/14, Tue | 9/2/14, Tue | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Academic Senate | 1st & 3rd Tuesd | - | 9/2/14, Tue | | Committees | Academic Senate Executive Board meeting | |

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

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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 | - | 9/2/14, Tue | | Div. Council | Divisional Council meeting | |
| V.P. or designee, Chairs, Div. Members | Yearly | - | 9/2/14, Tue | ? | 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. |
| Deans, Admin. Staff | 1-3 year cycle for each member | - | 9/2/14, Tue | ? | Evaluations | Request Fall evaluation schedule from chairs. | Art. 19. |
| Faculty | ? | - | 9/2/14, Tue | ? | Faculty obligations | Faculty must participate in the SLO Assessment Cycle. | Appendix Q. List A.7 |
| Faculty | ? | - | 9/2/14, Tue | ? | Faculty obligations | Full-time faculty must participate on at least one college, district, or departmental committee or equivalent. | Appendix Q. List A.5 |
| FYI | Fall | - | 9/2/14, Tue | | FYI | Fall classes begin | |
| Deans, Karen | Summer/Fall | - | 9/2/14, Tue | | Sched. prep. | Discuss Summer/Fall production schedule at the Divisional Council meeting | |
| Karen | Summer/Fall | 8/29/14, Fri | 9/3/14, Wed | | Sched. prep. | Karen creates timeline for the next semester's schedule production | |
| Planning Committee | 1st Wednesday | - | 9/3/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 9/3/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 9/3/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/3/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/3/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Printer | Winter/Spring | 8/22/14, Fri | 9/4/14, Thu | | Sched. prep. | Printer prepares Blue Lines for Winter/Spring schedule and submits for approval | |
| Karen | Winter/Spring | 9/2/14, Tue | 9/4/14, 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 | - | 9/4/14, Thu | | Committees | College Council meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|--------------------------------|---------------------------|-------------------------|---------|--------------------------------------|---|-------------------------------------|
| Admin. Staff | Fall | 8/18/14, Mon | 9/5/14, Fri | | Semester prep. | Inform IT of new hires and retirees so they can update phone and email registries. | |
| Faculty | Fall | 9/2/14, Tue | 9/5/14, Fri | Fa 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| Karen, Michelle | Winter/Spring | 9/4/14, Thu | 9/8/14, Mon | | Sched. prep. | Karen, Chairs and Michelle review Blue Lines, correct any egregious errors reported by Deans. | |
| Karen | Winter/Spring | 9/4/14, Thu | 9/8/14, Mon | | Sched. prep. | Makes Winter/Spring available on ESC | |
| Accreditation Steering Committee | 2nd Monday | - | 9/8/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| V.P. or designee, Deans, Admin. Staff | 1-3 year cycle for each member | - | 9/8/14, Mon | ? | 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. |
| Admin. Staff | Monthly (as needed) | - | 9/8/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Monthly | - | 9/8/14, Mon | | FYI | Payroll Lockout - Semi-monthly | |
| Academic Senate | 2nd & 4th Tuesday | - | 9/9/14, Tue | | Committees | Academic Senate meeting | |
| V.P., Deans | Fall | - | 9/9/14, 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). | |
| V.P., Deans | Winter/Spring | 9/8/14, Mon | 9/10/14, Wed | | Sched. prep. | V.P., Deans and Karen review Blue Lines for Winter/Spring schedule and return to Karen | |
| ??? | Wednesdays | - | 9/10/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/10/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/10/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Michelle | Winter/Spring | 9/10/14, Wed | 9/11/14, Thu | | Sched. prep. | Michelle returns Blue Lines for Winter/Spring schedule to printer with approval to print | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 9/11/14, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| Admin. Staff | Each term- Daily thru 2nd week | 8/18/14, Mon | 9/12/14, 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 | Each term- Daily thru 2nd week | 8/25/14, Mon | 9/12/14, 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 | 8/25/14, Mon | 9/12/14, Fri | | Sched. prep. | Review TBA sessions for Fall which must be converted to specific time/day by 2nd week of term. | Audit requirement |
| Admin. Staff | Fall | 8/26/14, Tue | 9/12/14, Fri | | Cancel classes | Enter Fall class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Fall | 8/26/14, Tue | 9/12/14, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Fall. | Art. 12.F. |
| Michelle, Clarissa | Winter/Spring | 9/11/14, Thu | 9/12/14, Fri | | Sched. prep. | Make Winter/Spring schedule available on website in pdf format. | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 9/12/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Admin. Staff | Winter | - | 9/12/14, Fri | ? | Instr. Asg's. | Distribute Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Chairs | Fall | 8/25/14, Mon | 9/15/14, 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. |
| President or designee | 1-3 year cycle for each member | 9/15/14, Mon | 9/15/14, 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 |
| Facilities Committee | 3rd Monday | - | 9/15/14, Mon | | Committees | Facilities Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|------------------------------|---|--------------|
| V.P. or designee | 1-3 year cycle for each member | - | 9/15/14, 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 |
| Deans, Chairs, Admin. Staff | Summer/Fall | 9/2/14, Tue | 9/16/14, Tue | | Sched. prep. | Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty. | |
| Academic Senate | 1st & 3rd Tuesd | - | 9/16/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 9/16/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 9/16/14, Tue | ? | Committees | Transfer Committee meeting | |
| Deans, Program Directors | Summer/Fall | 8/29/14, Fri | 9/17/14, Wed | | Sched. prep. | Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Summer/Fall schedules to Karen. | |
| Deans, Chairs, Faculty, Academic Affairs Team | Summer/Fall | 9/2/14, Tue | 9/17/14, 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 participates. | Suggested |
| Deans, Chairs, Admin. Staff | Summer/Fall | 9/2/14, Tue | 9/17/14, Wed | | Sched. prep. | Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans. | |
| ??? | Wednesdays | - | 9/17/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/17/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/17/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 9/18/14, Thu | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--------------|
| Deans, Chairs, Admin. Staff | Fall | 8/18/14, Mon | 9/19/14, Fri | | Instr. Asg's. | Review instr. asgs for Fall. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| Info. Tech., Karen | Winter/Spring | 9/11/14, Thu | 9/19/14, Fri | | Sched. prep. | Info. Tech. and Karen update Searchable Schedule programming for Winter/Spring and make available on website. | |
| Karen | Winter/Spring | 9/19/14, Fri | 9/19/14, Fri | | Sched. prep. | Karen sends Excel file of Winter/Spring section list to Bookstore. | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 9/19/14, 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. |
| Deans, Admin. Staff | Winter | - | 9/19/14, Fri | Fa 3 | Instr. Asg's. | Send notices to faculty to determine availability to teach in Winter (by end of 3rd week of prior semester). | Art. 15.A.2. |
| Karen | Winter/Spring | 9/11/14, Thu | 9/22/14, Mon | | Sched. prep. | Creates programs for Winter/Spring: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use... | |
| Karen | Summer/Fall | 9/12/14, Fri | 9/22/14, Mon | | Sched. prep. | 1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...) | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|---|--|
| Peer Review Committee | 1-3 year cycle for each member | 9/22/14, Mon | 9/22/14, 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 |
| V.P. or designee, Prob. Faculty Member, Chair, Division, Academic Senate, AFT Chapter Pres. | Yearly | 9/22/14, Mon | 9/22/14, 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 |
| Curriculum Committee | ? | - | 9/22/14, Mon | | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 9/22/14, Mon | | Committees | SLO Committee meeting | |
| Karen | Monthly | 9/17/14, Wed | 9/23/14, Tue | | 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 | 9/23/14, Tue | 9/23/14, Tue | | FYI | Payroll Lockout - Monthly | |
| Academic Senate | 2nd & 4th Tuesday | - | 9/23/14, Tue | | Committees | Academic Senate meeting | |
| Faculty | Fall | - | 9/23/14, 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. |
| Distance Education Committee | ? | - | 9/24/14, Wed | | Committees | Distance Education Committee meeting | |
| ??? | Wednesdays | - | 9/24/14, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 9/24/14, Wed | ? | Committees | Resource Development Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|--|--|
| V.P., Deans, Helen, Karen | Wednesdays | - | 9/24/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 9/24/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Printer | Winter/Spring | 9/25/14, Thu | 9/25/14, Thu | | Sched. prep. | Printed schedules for Winter/Spring are available on campus. | |
| Budget Committee | 4th Thursday | - | 9/25/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 9/25/14, Thu | ? | Committees | Student Services Council | |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | - | 9/25/14, 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 | Winter | 9/12/14, Fri | 9/26/14, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Faculty | Winter | 9/19/14, Fri | 9/26/14, Fri | | Instr. Asg's. | Faculty return Winter availability forms. | Art. 15.A.2. |
| Work Environment Committee | Last Friday | - | 9/26/14, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 9/26/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs | Winter | - | 9/26/14, Fri | Fa 4 | Instr. Asg's. | Chairs establish and submit to Dean priority lists by discipline for Winter (by end of 4th week of prior semester). | Art. 15.A.2. |
| Deans | Fall | 9/23/14, Tue | 9/29/14, Mon | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Peer Review Committee, Faculty being reviewed | 1-3 year cycle for each member | - | 9/29/14, Mon | | Evaluations (Comprehensive) | Committee meets with faculty member to review process. | Art. 19. Appendix C |
| Tenure Review Committee | Yearly | - | 9/29/14, Mon | | Tenure Review | Tenure Review Committee elects its chairperson, prepares a plan for the tenure review and a general schedule to complete its work. | Art. 42.B-C. Appendix C |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|--|------------------------|
| Faculty | Fall | 9/15/14, Mon | 9/30/14, Tue | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Fall. | Art. 13.D.8.g. |
| Planning Committee | 1st Wednesday | - | 10/1/14, Wed | ? | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 10/1/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 10/1/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/1/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/1/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 10/1/14, Wed | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| College Council | 1st Thursday | - | 10/2/14, Thu | ? | Committees | College Council meeting | |
| Faculty teaching D/DL | Winter/Spring (as needed) | 9/3/14, Wed | 10/3/14, Fri | | Curriculum | Faculty planning to teach D/DL for the first time participate in D/DL training sessions and demonstrate proficiency. | Art. 40.B. |
| College President, AFT | Winter | - | 10/3/14, 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 priority matters). | Art. 15.D. |
| Karen | Summer/Fall | 9/22/14, Mon | 10/6/14, Mon | | Sched. prep. | 1. generates Galleys and other supporting documents (e.g. over/under report...) 2. formats, enters special notes 3. distributes to Deans, emails to Chairs 4. sends email to all Faculty informing them the scheduling process is beginning. | |
| Peer Review Committee | 1-3 year cycle for each member | - | 10/6/14, Mon | | Evaluations (Comprehensive) | Committee finalizes plan after review by faculty. | Art. 19. Appendix C |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
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| Admin. Staff | Monthly (as needed) | - | 10/6/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Faculty member | Spring (As needed) | - | 10/6/14, Mon | | Instr. Asg's. | Faculty member (with sufficient load credit) may submit a request for reduced assignment or Load Credit Leave to his/her Chair (with copy to V.P.) at least 4 months before the start of the academic term. | Art. 39.F. Appendix K |
| Tenure Review Committee, Probationary member | Yearly | - | 10/6/14, Mon | | Tenure Review | Tenure Review Committee meets with probationary faculty member to review the process, shares the review plan and solicits the members comments. Probationary faculty member prepares and maintains a tenure review portfolio. | Art. 42.B. Appendix C |
| Academic Senate | 1st & 3rd Tuesd | - | 10/7/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 10/7/14, Tue | | Div. Council | Divisional Council meeting | |
| ??? | Wednesdays | - | 10/8/14, Wed | ? | Committees | FPIP meeting | |
| FYI | Monthly | - | 10/8/14, Wed | | FYI | Payroll Lockout - Semi-monthly | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/8/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/8/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 10/9/14, Thu | ? | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| Employees, District | Yearly | 9/15/14, Mon | 10/10/14, Fri | | Benefits | Employees enroll online and/or submit all required paperwork (and premiums as necessary) for the District's benefit plans (e.g. health, dental...) during open enrollment or at other times as allowed in Article 27. | Art. 27. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| V.P. or designee | Winter | 9/26/14, Fri | 10/10/14, Fri | Fa 6 | Instr. Asg's. | V.P. reviews priority lists for Winter 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. |
| Deans, Admin. Staff | Winter | 9/29/14, Mon | 10/10/14, Fri | Fa 6 | Instr. Asg's. | Initial offers of employment made to faculty for Winter (by end of 6th week of prior semester). | Art. 15.A.2. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 10/10/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Admin. Staff | Spring | - | 10/10/14, Fri | ? | Instr. Asg's. | Distribute Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| V.P., Tenure Review Committee | Yearly | 10/6/14, Mon | 10/13/14, Mon | | Tenure Review | Tenure Review Committee sends review plan to V.P. V.P. approves review plan and returns it to the committee. Committee continues with the evaluation. | Art. 42.B-C. Appendix C |
| Accreditation Steering Committee | 2nd Monday | - | 10/13/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 10/13/14, Mon | | Evaluations (Comprehensive) | Committee sends final plan to V.P. | Art. 19. Appendix C |
| Chief Admin. Officer | Quarterly | - | 10/13/14, Mon | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| Academic Senate | 2nd & 4th Tuesday | - | 10/14/14, Tue | | Committees | Academic Senate meeting | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 10/15/14, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| ??? | Wednesdays | - | 10/15/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/15/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/15/14, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
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| Admin. Staff | Summer/Fall | 10/2/14, Thu | 10/16/14, Thu | | Sched. prep. | Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production. | |
| Deans, Chairs, Admin. Staff | Summer/Fall | 10/7/14, Tue | 10/16/14, Thu | | Sched. prep. | Deans meet with Chairs to discuss the Galleys , supporting documents and process for Summer/Fall. | |
| Deans | Fall | 9/29/14, Mon | 10/20/14, Mon | ? | Rosters-Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| V.P., Chairs | Spring (As needed) | 10/6/14, Mon | 10/20/14, Mon | ? | Instr. Asg's. | Chair and/or V.P. approves reduced assignment or Load Credit Leave or gives written reason for non-approval (or delay) to the faculty member. | Art. 39.G. Appendix K |
| Facilities Committee | 3rd Monday | - | 10/20/14, Mon | | Committees | Facilities Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 10/20/14, Mon | | Evaluations (Comprehensive) | Begin - Comprehensive evaluation. Committee gathers data and begins review. | Art. 19.G.5. Art. 42. Appendix C |
| Faculty member | Each term-As needed | - | 10/20/14, Mon | ? | Instr. Asg's. | A Faculty member may request to participate in Load Banking. | Art. 39.B. Appendix K |
| Tenure Review Committee | Yearly | - | 10/20/14, Mon | | Tenure Review | Tenure Review Committee begins gathering data. | Art. 42.B-C. Appendix C |
| Academic Senate | 1st & 3rd Tuesd | - | 10/21/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 10/21/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 10/21/14, Tue | | Committees | Transfer Committee meeting | |
| Chair, Faculty member | Each term-As needed | - | 10/21/14, Tue | ? | Instr. Asg's. | Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to | Art. 39.B. Appendix K |
| Admin. Staff | Monthly (as needed) | - | 10/21/14, Tue | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Dean, Chair, Scheduler, Admin. Staff | Summer/Fall | 9/29/14, Mon | 10/22/14, Wed | | Sched. prep. | Tentatively check FTEP to determine if Chairs' assignments will need to be adjusted in the following year. Adjust asg's. on galleys as needed. | Art. 17.C. |
| Distance Education Committee | ? | - | 10/22/14, Wed | | Committees | Distance Education Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
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| ??? | Wednesdays | - | 10/22/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/22/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/22/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| V.P. | Fall | 9/15/14, Mon | 10/23/14, Thu | Fa 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. |
| Chairs, Program Directors, Faculty | Summer/Fall | 10/7/14, Tue | 10/23/14, Thu | | Sched. prep. | Chairs consult with their division and program directors to discuss/redline the Galleys and program schedules for Summer/Fall, and submit redlines to Karen | |
| Budget Committee | 4th Thursday | - | 10/23/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 10/23/14, Thu | | Committees | Student Services Council | |
| V.P. or designee | 1-3 year cycle for each member | - | 10/23/14, Thu | ? | Evaluations (Administrative) | Continue - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Faculty | Spring | 10/10/14, Fri | 10/24/14, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Faculty | Winter | 10/10/14, Fri | 10/24/14, Fri | Fa 8 | Instr. Asg's. | Faculty return Winter offer letters to Chairs (by end of 8th week of prior semester). | Art. 15.A.2. |
| Karen | Monthly | 10/21/14, Tue | 10/24/14, Fri | | 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 | 10/24/14, Fri | 10/24/14, Fri | | FYI | Payroll Lockout - Monthly | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 10/24/14, Fri | | FYI | Academic Affairs - all staff meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---|---------------------------|-----------------|---------|-------------------------------|---|--------------------------|
| Karen | Summer/Fall | 10/7/14, Tue | 10/27/14, Mon | | Sched. prep. | Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans | |
| Admin. Staff | Fall | 10/20/14, Mon | 10/27/14, Mon | | Facilities mgmt. | Review room bookings for mid-Fall | |
| Business Office | Quarterly | - | 10/27/14, Mon | ? | Budget | Submit 1st Quarter Report | |
| Curriculum Committee | ? | - | 10/27/14, Mon | | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 10/27/14, Mon | | Committees | SLO Committee meeting | |
| FYI | Fall | - | 10/27/14, Mon | | FYI | Fall's 2nd 8-week classes begin | |
| FYI | Winter | - | 10/27/14, Mon | | FYI | Priority registration for Winter begins | |
| V.P. | Each term- As needed | - | 10/27/14, Mon | ? | Instr. Asg's. | V.P. approves faculty member's Load Banking Plan. | Art. 39.B. Appendix K |
| Academic Senate | 2nd & 4th Tuesday | - | 10/28/14, Tue | | Committees | Academic Senate meeting | |
| ??? | Wednesdays | - | 10/29/14, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 10/29/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 10/29/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 10/29/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Each term- Daily, 7th through 9th week | 10/13/14, Mon | 10/31/14, Fri | | Cancel Classes- Late Start | Distribute Fall 2nd-8 weeks 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 | Each term- Daily, 7th through 9th week | 10/20/14, Mon | 10/31/14, Fri | | Cancel Classes- Late Start | Review Fall enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes. | Art. 12.F. |
| Admin. Staff | Fall | 10/21/14, Tue | 10/31/14, Fri | | Cancel Classes- Late Start | Enter Fall class cancelations on Protocol for late start classes. Post signs on classrooms. | Art. 12.F. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
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| Admin. Staff | Fall | 10/21/14, Tue | 10/31/14, Fri | | Cancel Classes-Late Start | Notify students, instructors and Student Services of cancelled classes for late start classes for Fall. | Art. 12.F. |
| Admin. Staff | Winter | 10/24/14, Fri | 10/31/14, Fri | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Winter. | Art. 15.A.2. |
| Work Environment Committee | Last Friday | - | 10/31/14, Fri | | Committees | Work Environment Committee meeting | |
| Faculty | Winter/Spring | - | 10/31/14, Fri | | Sched. prep. | Book Orders Due for Winter/Spring | |
| Peer Review Committee | 1-3 year cycle for each member | - | 11/3/14, Mon | | Evaluations (Comprehensive) | Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee. | Art. 19.G.5. Art. 42. Appendix C |
| Admin. Staff | Yearly | - | 11/3/14, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Veteran's Day. | |
| Academic Senate | 1st & 3rd Tuesday | - | 11/4/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 11/4/14, Tue | | Div. Council | Divisional Council meeting | |
| ? | As needed | - | 11/5/14, Wed | ? | Accreditation | In November - College constituencies sign off on report before submitting to Board | |
| Planning Committee | 1st Wednesday | - | 11/5/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 11/5/14, Wed | | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 11/5/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/5/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 11/5/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 11/6/14, Thu | | Committees | College Council meeting | |
| FYI | Monthly | - | 11/6/14, Thu | | FYI | Payroll Lockout - Semi-monthly | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|--------------------------|---------|-----------------------------|---|--|
| V.P. (via Admin. Staff) | Spring | 10/23/14, Thu | 11/7/14, Fri | Fa 10 | Instr. Asg's. | Offer letters are mailed (email with return receipt acceptable) for Spring adjunct assignments (by end of 10th week of prior semester). | Art. 16.A.4. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 11/7/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Admin. Staff | Summer/Fall | 10/22/14, Wed | 11/10/14, Mon | | Sched. prep. | Schedule meetings between Deans, Chairs and Karen to discuss the galley redlines. | |
| Deans, Chairs, Academic Affairs team | Summer/Fall | 10/27/14, Mon | 11/10/14, Mon | | Sched. prep. | Deans meet with Chairs and others, review the Galley redlines for Summer/Fall, then submit to Karen | |
| Accreditation Steering Committee | 2nd Monday | - | 11/10/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 11/10/14, Mon | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee. | Art. 19.G.9. Art. 42. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 11/10/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Tenure Review Committee, Probationary member | Yearly | - | 11/10/14, Mon | | Tenure Review | Tenure Review Committee gathers and summarizes data, shares with faculty member in a final evaluation committee meeting. | Art. 42.C. Appendix C |
| Academic Senate | 2nd & 4th Tuesday | - | 11/11/14, Tue | | Committees | Academic Senate meeting | |
| FYI | Yearly | - | 11/11/14, Tue | | Holiday | Veteran's Day | Art. 11, App. M |
| ??? | Wednesdays | - | 11/12/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/12/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 11/12/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 11/13/14, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--------------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|--|
| Deans, Chairs, Admin. Staff | Fall | 10/13/14, Mon | 11/14/14, Fri | | Instr. Asg's. | Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| Facilities Committee | 3rd Monday | - | 11/17/14, Mon | | Committees | Facilities Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 11/17/14, Mon | | Evaluations (Comprehensive) | If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee. | Art. 19.G.9. Art. 42. Appendix C |
| FYI | Spring | - | 11/17/14, Mon | | FYI | Priority registration for Spring begins | |
| Admin. Staff | Monthly (as needed) | - | 11/17/14, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Deans, Admin. Staff | Summer/Fall | 11/5/14, Wed | 11/18/14, Tue | | Sched. prep. | Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines. | |
| Deans, Chairs, Academic Affairs team | Summer/Fall | 11/10/14, Mon | 11/18/14, Tue | | Sched. prep. | Deans hold follow up meetings with Chairs, review/finalize the Galley redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen | |
| Academic Senate | 1st & 3rd Tuesd | - | 11/18/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 11/18/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 11/18/14, Tue | ? | Committees | Transfer Committee meeting | |
| Karen | Monthly | 11/14/14, Fri | 11/19/14, Wed | | 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... | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|------------------------------|--------------------------------|---------------------------|--------------------------------|---------|-----------------------------|---|--|
| FYI | Monthly | 11/19/14, Wed | 11/19/14, Wed | | FYI | Payroll Lockout - Monthly | |
| Distance Education Committee | ? | - | 11/19/14, Wed | | Committees | Distance Education Committee meeting | |
| ??? | Wednesdays | - | 11/19/14, Wed | ? | Committees | FPIP meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 11/19/14, Wed | | Evaluations (Comprehensive) | V.P. or designee either formally accepts the Comprehensive evaluation or, returns evaluation to the committee with explanation of perceived problems. | Art. 19.G.10 Art. 42. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/19/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff Karen | Wednesdays Summer/Fall | - - | 11/19/14, Wed 11/20/14, Thu | | FYI Sched. prep. | Follow up of Office of Instruction meeting 1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during 1st-draft prep 3. request District do global changes if needed | |
| Probationary faculty member | Yearly | - | 11/20/14, Thu | | Tenure Review | Probationary member has 10 days to comment on review before it is forwarded to V.P. | Art. 42.B. Appendix C |
| Work Environment Committee | Last Friday | - | 11/21/14, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 11/21/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs, Admin. Staff | Winter | - | 11/21/14, Fri | Fa 12 | Instr. Asg's. | All Winter assignments filled by this date (end of 12th week of prior semester). | Art. 15.A.2. |
| Admin. Staff | Yearly | - | 11/21/14, Fri | | Notices | Send holiday closure announcement to faculty through academic affairs email for Thanksgiving days. | |
| Faculty | Spring | 11/7/14, Fri | 11/24/14, Mon | Fa 13 | Instr. Asg's. | Faculty return written acceptance or refusal of Spring adjunct assignment within 10 working days of the offer. | Art. 16.A.4. |
| Curriculum Committee | ? | - | 11/24/14, Mon | | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 11/24/14, Mon | | Committees | SLO Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|--------------------------|---------|------------------------------|---|--|
| Academic Senate | 2nd & 4th Tuesday | - | 11/25/14, Tue | | Committees | Academic Senate meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 11/25/14, Tue | ? | Evaluations (Administrative) | Complete - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Peer Review Committee | 1-3 year cycle for each member | - | 11/25/14, Tue | | Evaluations (Comprehensive) | If V.P. returns Comprehensive eval. with problems, peer review committee will take action as appropriate and again forward (with explanation) to reviewee for comment. If reviewee does not comment in 5 working days, committee will forward summary to V.P. | Art. 19.G.11. Art. 42. Appendix C |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | 9/25/14, Thu | 11/26/14, Wed | | Evaluations (Basic) | Continue - Basic evaluations. | Art. 19.E-F. Art. 19.J. Appendix C |
| ??? | Wednesdays | - | 11/26/14, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 11/26/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 11/26/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 11/26/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Budget Committee | 4th Thursday | - | 11/27/14, Thu | ? | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 11/27/14, Thu | ? | Committees | Student Services Council | |
| FYI | Yearly | - | 11/27/14, Thu | | Holiday | Thanksgiving | Art. 11, App. M |
| FYI | Yearly | - | 11/28/14, Fri | | Holiday | Thanksgiving Friday | Art. 11, App. M |
| Faculty | Yearly | - | 11/29/14, Sat | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 11/30/14, Sun | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| V.P. | Yearly | 11/20/14, Thu | 12/1/14, Mon | | Tenure Review | V.P. and Deans meet to review eval; V.P. signs off. Addresses comments and changes if any. Portfolio to be carried through all 4 prob. Years by admin designee. | Art. 42.C. Appendix C |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------|--------------------------------|---------------------------|-----------------|---------|-------------------------------|---|---------------------------|
| Admin. Staff | Spring | 11/24/14, Mon | 12/1/14, Mon | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Spring. | Art. 15.A.2. |
| Academic Senate | 1st & 3rd Tuesday | - | 12/2/14, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 12/2/14, Tue | | Div. Council | Divisional Council meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 12/2/14, Tue | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary. | Art. 19 Appendix C |
| Planning Committee | 1st Wednesday | - | 12/3/14, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 12/3/14, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 12/3/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/3/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 12/3/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Summer/Fall | 11/20/14, Thu | 12/4/14, Thu | | Sched. prep. | 1. puts Galley redlines on Protocol, & ACT, Puente, Black Scholars, Intern'l, Jumpstart (if not done already), 2. misc. clean up. | |
| College Council | 1st Thursday | - | 12/4/14, Thu | | Committees | College Council meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 12/4/14, Thu | | Evaluations (Comprehensive) | V.P. or designee formally accepts the committee's Comprehensive evaluation summary, delivers it to the reviewee and places a copy in the member's personnel file (district office). | Art. 19.G.11-12. Art. 42. |
| V.P. or designee | 2 year cycle for each member | 8/25/14, Mon | 12/5/14, Fri | | Evaluations (Division. Chair) | Division Chair evaluations - conducted by the V.P. or designee | Art. 19.K-M. Appendix C |
| V.P. (via Admin. Staff) | Spring | 12/1/14, Mon | 12/5/14, Fri | | Instr. Asg's. | Notices to faculty not being offered a Spring assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process. | Art. 16.A.4. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| V.P. or designee, Chair, Supervisor or designated faculty member | 1-3 year cycle for each member | - | 12/5/14, Fri | | Evaluations (Basic) | Complete - Basic eval's. Place copy in member's personnel file. Copy to member, include written advice that member has the right to submit a written comment regarding the eval. If a comment is submitted, append it to the eval. in personnel file. | Art. 19.E-F. Art. 19.J. Appendix C |
| Faculty being reviewed | 1-3 year cycle for each member | - | 12/5/14, Fri | ? | Evaluations (Comprehensive) | Faculty member may submit a comment to be appended to the Comprehensive evaluation in member's personnel file. | Art. 19.G.13. Art. 42. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 12/5/14, Fri | | FYI | Academic Affairs - all staff meeting | |
| V.P. | Yearly | | 12/5/14, Fri | | Tenure Review | Evaluation materials are submitted to the President for review. | |
| Curriculum Committee | ? | - | 12/8/14, Mon | | Committees | Curriculum Committee meeting | |
| Accreditation Steering Committee | 2nd Monday | - | 12/8/14, Mon | | Committees | Accreditation Steering Committee meeting | |
| Admin. Staff | Monthly (as needed) | - | 12/8/14, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Monthly | - | 12/8/14, Mon | | FYI | Payroll Lockout - Semi-monthly | |
| Admin. Staff | Yearly | - | 12/8/14, Mon | | Notices | Send holiday announcement to faculty through academic affairs email for year end holidays and non-instruction days. | |
| V.P. | Yearly | - | 12/8/14, Mon | | Tenure Review | V.P. forwards completed evaluation to faculty member. Probationary member has 10 days to add a written statement to completed evaluation. | Art. 42.C-E. Appendix C |
| Academic Senate | 2nd & 4th Tuesday | - | 12/9/14, Tue | | Committees | Academic Senate meeting | |
| Karen | Summer/Fall | 12/9/14, Tue | 12/10/14, Wed | | Sched. prep. | Karen preps course level inf. for review, gives to Ara (or Curriculum Asst.) | |
| ? | As needed | - | 12/10/14, Wed | ? | Accreditation | Board approval of report (scheduled) | |
| ??? | Wednesdays | - | 12/10/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/10/14, Wed | | FYI | Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|------------------------|---------------------------|--------------------------|---------|-----------------------------|---|---|
| Deans, Admin. Staff | Wednesdays | - | 12/10/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Summer/Fall | 12/10/14, Wed | 12/11/14, Thu | | Sched. prep. | Karen preps online schedule for review, gives to Eric | |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 12/11/14, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| Deans, Chairs | Fall | 8/25/14, Mon | 12/12/14, Fri | | Sched. prep. | Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES). | Audit requirement |
| Kathy | Fall | 9/2/14, Tue | 12/12/14, Fri | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |
| V.P., Deans, Chairs, Admin. Staff | Fall | 12/1/14, Mon | 12/12/14, Fri | | Instr. Asg's. | Review seniority lists for Fall and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative | Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. |
| Deans, Admin. Staff, Helen | Fall | 12/1/14, Mon | 12/12/14, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?] process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| Deans, Admin. Staff | Fall (As needed) | 12/8/14, Mon | 12/12/14, Fri | | Instr. Asg's. | Review FTE values of reassigned and/or release time for Chairs, Vice Chairs, Consulting Instructors, ISA's, etc. and process corrections. | Art. 13, Art. 17 + |
| Karen | Fall | 12/8/14, Mon | 12/12/14, Fri | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| Facilities Committee | 3rd Monday | - | 12/15/14, Mon | | Committees | Facilities Committee meeting | |
| Admin. Staff | Winter | - | 12/15/14, Mon | | Facilities mgmt. | Print out Room Book | |
| Admin. Staff | Monthly (as needed) | - | 12/15/14, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------|---------------------------|--------------------------|---------|----------------|--|-------------------------|
| V.P. Tenure Review Committee | Yearly | - | 12/15/14, Mon | | Tenure Review | Process is complete and recommendation is made as to status of next probationary contract. | Art. 42.C-E. Appendix C |
| Academic Senate | 1st & 3rd Tuesd | - | 12/16/14, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 12/16/14, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 12/16/14, Tue | ? | Committees | Transfer Committee meeting | |
| Admin. Staff | Winter | 12/10/14, Wed | 12/17/14, Wed | | Semester prep. | Phone calls to instructors to remind them when Winter term begins | |
| ??? | Wednesdays | - | 12/17/14, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/17/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 12/17/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Monthly | 12/12/14, Fri | 12/18/14, 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 | 12/18/14, Thu | 12/18/14, Thu | | FYI | Payroll Lockout - Monthly | |
| Deans, Chairs | Winter | 12/15/14, Mon | 12/19/14, Fri | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Winter | 12/15/14, Mon | 12/19/14, Fri | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |
| V.P. or designee, Chair, AFT Chapter President | Winter | 12/16/14, Tue | 12/19/14, Fri | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 12/19/14, Fri | | FYI | Academic Affairs - all staff meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|-------------------------|---------------------------|--------------------------|---------|---|--|-----------------|
| Deans, Chairs, Faculty | Fall | 12/1/14, Mon | 12/21/14, Sun | | Faculty obligations | Encourage instructors to encourage students to apply for degrees and/or certificates. | |
| FYI | Fall | 12/15/14, Mon | 12/21/14, Sun | | FYI | Final Exams for Fall. | Appendix M |
| Faculty | Yearly | - | 12/22/14, Mon | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Academic Senate | 2nd & 4th Tuesday | - | 12/23/14, Tue | ? | Committees | Academic Senate meeting | |
| Faculty | Yearly | - | 12/23/14, Tue | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/24/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 12/24/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| FYI | Yearly | - | 12/24/14, Wed | | Holiday | Xmas Eve | Art. 11, App. M |
| Budget Committee | 4th Thursday | - | 12/25/14, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 12/25/14, Thu | | Committees | Student Services Council | |
| FYI | Yearly | - | 12/25/14, Thu | | Non-Instrect. Day | Xmas | Art. 11, App. M |
| Board, AFT | Spring | - | 12/26/14, Fri | ? | Ancillary Activity Asg's. | Upon AFT request, Board grants (at least 6 weeks before semester starts) max 8.5 FTE of D basis released time for processing grievances and implementation of Agreement. | Art. 8.I. |
| Work Environment Committee | Last Friday | - | 12/26/14, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Division Chair, Retiring member | Spring (As needed) | - | 12/26/14, Fri | | Instr. Asg's.- Retirement, Resignation, Termination | A newly retired faculty member may submit a request for placement on a seniority list to the Chair and V.P. within 30 days of retiring and at least 45 days prior to the start of the term of his/her first assignment under this section. | Art. 22.C-D. |
| Faculty | Yearly | - | 12/26/14, Fri | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 12/27/14, Sat | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 12/28/14, Sun | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 12/29/14, Mon | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| FYI | Yearly | - | 12/30/14, Tue | | Holiday | Admissions Day | Art. 11, App. M |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|--------------------------------------|---|--------------------------------------|
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 12/31/14, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 12/31/14, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 12/31/14, Wed | | FYI | Follow up of Office of Instruction meeting | |
| FYI | Yearly | - | 12/31/14, Wed | | Holiday | New Year's Eve | Art. 11, App. M |
| College Council | 1st Thursday | - | 1/1/15, Thu | | Committees | College Council meeting | |
| FYI | Yearly | - | 1/1/15, Thu | | Holiday | New Year's Day | Art. 11, App. M |
| Faculty | Fall | 12/21/14, Sun | 1/2/15, Fri | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Business Office | ? | - | 1/2/15, Fri | ? | Budget | Dedicated revenue projection submitted | |
| Admin. Staff | Spring | - | 1/2/15, Fri | | Facilities mgmt. | Print out Room Book | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/2/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| Faculty | Winter | - | 1/2/15, Fri | ? | Instr. Asg's. | Faculty post their Winter 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., Deans, Admin. Staff | Quarterly (as needed) | - | 1/2/15, Fri | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| Professional Growth Committee | Bi-annually | - | 1/2/15, Fri | ? | Prof. Dev. | Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty. | Art. 23.C.5. |
| Michelle, Clarissa | Summer/Fall | - | 1/2/15, Fri | | Sched. prep. | Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others. | |
| V.P., Deans, Admin. Staff | Winter | - | 1/2/15, Fri | ? | Semester prep. | Meet to discuss/prepare for 1st day/week of Winter classes | |
| Admin. Staff | Winter | - | 1/2/15, Fri | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------|---------------------|---------------------------|-----------------|---------|--------------------------------------|---|--|
| Admin. Staff | Winter | 12/16/14, Tue | 1/5/15, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Admin. Staff | Winter | 12/17/14, Wed | 1/5/15, Mon | | Facilities mgmt. | Review room bookings | |
| Admin. Staff | Monthly (as needed) | - | 1/5/15, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Winter | - | 1/5/15, Mon | | FYI | Winter classes begin | Appendix M |
| Deans, Admin. Staff | Spring | - | 1/5/15, Mon | ? | Instr. Asg's. | Distribute Spring Load Block and 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. |
| V.P., Deans | Winter | - | 1/5/15, Mon | ? | 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). | |
| Depts/Divisions | ? | - | 1/6/15, Tue | ? | Budget | Budget Prep Worksheets reflecting agreed priorities submitted to V.P.s | |
| Academic Senate | 1st & 3rd Tuesd | - | 1/6/15, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 1/6/15, Tue | | Div. Council | Divisional Council meeting | |
| Chairs, Vice Chairs | Fall | 12/17/14, Wed | 1/7/15, Wed | | Supervision Pay | Chairs and Vice Chairs verify with Deans that they have completed all their required evaluation responsibilities; and submit employee lists for Supervisor Pay. | Art. 17.F.6. |
| Planning Committee | 1st Wednesday | - | 1/7/15, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 1/7/15, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 1/7/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/7/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/7/15, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------------------|---------------------------|-------------------------|---------|----------------|--|--------------|
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 1/8/15, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| FYI | Monthly | - | 1/8/15, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Ara or Curriculum Asst. | Summer/Fall | 12/10/14, Wed | 1/9/15, Fri | | Sched. prep. | Reviews course attributes from Camera Ready report for Summer/Fall, redlines corrections and submits to Karen | |
| Eric Ichon | Summer/Fall | 12/11/14, Thu | 1/9/15, Fri | | Sched. prep. | Eric Ichon reviews/refines online schedule for Summer/Fall and submits to Karen. | |
| Admin. Staff | Each term- Daily thru 2nd week | 12/15/14, Mon | 1/9/15, Fri | | Cancel classes | Distribute Winter 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 | Each term- Daily thru 2nd week | 12/17/14, Wed | 1/9/15, Fri | | Cancel classes | Review Winter enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations. | Art. 12.F. |
| Admin. Staff | Winter | 12/18/14, Thu | 1/9/15, Fri | | Cancel classes | Enter Winter class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Winter | 12/18/14, Thu | 1/9/15, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Winter. | Art. 12.F. |
| Faculty | Winter | 1/5/15, Mon | 1/9/15, Fri | Wi 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| Deans, Chairs | Spring | 1/5/15, Mon | 1/12/15, Mon | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Spring | 1/5/15, Mon | 1/12/15, Mon | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed. | Art. 40.C. |
| V.P. or designee, Chair, AFT Chapter President | Spring | 1/6/15, Tue | 1/12/15, Mon | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being offered. | Art. 40.C. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|-------------------|---------------------------|-----------------|---------|--------------------------------------|--|----------------|
| Accreditation Steering Committee | 2nd Monday | - | 1/12/15, Mon | | Committees | Accreditation Steering Committee meeting | |
| Admin. Staff | Yearly | - | 1/12/15, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Martin Luther King day. | |
| Faculty | Winter | - | 1/12/15, 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. |
| Karen | Summer/Fall | 12/4/14, Thu | 1/13/15, Tue | | Sched. prep. | Karen exports Summer/Fall schedule " Camera Ready " report, formats, cleans up | |
| Academic Senate | 2nd & 4th Tuesday | - | 1/13/15, Tue | ? | Committees | Academic Senate meeting | |
| Chief Admin. Officer | Quarterly | - | 1/13/15, Tue | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| Chairs | Summer/Fall | 1/2/15, Fri | 1/14/15, Wed | | Sched. prep. | Chairs submit department ads to Deans/Karen for Summer/Fall printed schedule | |
| Karen | Summer/Fall | 1/13/15, Tue | 1/14/15, Wed | | Sched. prep. | Sets up dummy sections on DEC for Summer/Fall, request District run program to set dates (e.g. census, LDTD...) | |
| V.P.s | ? | - | 1/14/15, Wed | ? | Budget | V.P.s forward Budget Prep Worksheets to Business Office reflecting only agreed priorities | |
| ??? | Wednesdays | - | 1/14/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/14/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/14/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Business Office | ? | - | 1/15/15, Thu | ? | Budget | Budget prep data input begins | |
| EMC | 3rd Thursday | - | 1/15/15, Thu | ? | Committees | Student Success & Support Program (EMC subcommittee) | |

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

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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 | - | 1/15/15, 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 census). | Art. 17.B.3. |
| Deans, Chairs, Admin. Staff | Winter | 12/9/14, Tue | 1/16/15, 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 blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| Deans, Chairs, Admin. Staff | Winter | 1/2/15, Fri | 1/16/15, Fri | | Sched. prep. | Review TBA sessions for Winter which must be converted to specific time/day by 2nd week of term. | Audit requirement |
| Karen V.P. (via Karen) | Summer/Fall | 1/9/15, Fri | 1/16/15, Fri | | Sched. prep. | 1. makes changes per Eric (online) & Ara (headings) to " Camera Ready ", formats 2. creates supplemental pages (e.g. ACT, Online, Short-term...) 3. makes pdf file available on the web,email faculty to review 4. gives hardcopy to Deans for review. | Art. 16.A.4. V.P. makes proposed class sched. available electronically to all faculty for review in sufficient time to correct errors before final print. |
| Deans | Summer/Fall | 1/14/15, Wed | 1/16/15, Fri | | Sched. prep. | Deans submit wrap to Graphic Artist and department ads to Karen for Summer/Fall printed schedule | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/16/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 1/19/15, Mon | | Holiday | Martin Luther King Day | Art. 11, App. M |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|---------------------|---------------------------|-----------------|---------|---------------------------------------|---|----------------|
| Deans | Winter | 1/12/15, Mon | 1/20/15, 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 | Fall | - | 1/20/15, 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 | - | 1/20/15, Tue | ? | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 1/20/15, Tue | ? | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 1/20/15, Tue | ? | Committees | Transfer Committee meeting | |
| Deans, Admin. Staff | Yearly | - | 1/20/15, 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. |
| Faculty | Winter | 1/7/15, Wed | 1/21/15, Wed | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Winter. | Art. 13.D.8.g. |
| Deans, Admin. Staff, Helen | Fall | 1/7/15, Wed | 1/21/15, Wed | | Supervision Pay | Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly. | |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 1/21/15, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| ??? | Wednesdays | - | 1/21/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 1/21/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/21/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 1/21/15, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------|-------------------|---------------------------|-----------------|---------|---------------|---|---------------|
| Karen | Monthly | 1/20/15, Tue | 1/22/15, 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 | 1/22/15, Thu | 1/22/15, Thu | | FYI | Payroll Lockout - Monthly | |
| Budget Committee | 4th Thursday | - | 1/22/15, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 1/22/15, Thu | ? | Committees | Student Services Council | |
| Deans, Admin. Staff, Helen | Winter | 1/12/15, Mon | 1/23/15, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| Deans, Chairs, Faculty | Summer/Fall | 1/16/15, Fri | 1/26/15, Mon | | Sched. prep. | Faculty and Chairs and Deans review electronic copy of Summer/Fall class schedule and submit any egregious errors to Chairs | |
| Business Office | Quarterly | - | 1/26/15, Mon | ? | Budget | Submit 2nd Quarter Report | |
| Facilities Committee | 3rd Monday | - | 1/26/15, Mon | | Committees | Facilities Committee meeting | |
| SLO Committee | 4th Monday | - | 1/26/15, Mon | | Committees | SLO Committee meeting | |
| Admin. Staff | Spring | - | 1/26/15, 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. |
| Chairs | Summer/Fall | 1/16/15, Fri | 1/27/15, Tue | | Sched. prep. | Chairs review Summer/Fall class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen. | |
| Academic Senate | 2nd & 4th Tuesday | - | 1/27/15, Tue | | Committees | Academic Senate meeting | |
| Karen | Summer/Fall | 1/26/15, Mon | 1/28/15, Wed | | Sched. prep. | Removes URL used for schedule review from the web. | |
| ??? | Wednesdays | - | 1/28/15, Wed | ? | Committees | FPIP meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|------------------------------|--|------------------------|
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 1/28/15, Wed | ? | Committees | Resource Development Committee meeting | |
| President or designee, V.P. or designee | As needed | - | 1/28/15, 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 | - | 1/28/15, 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 | Wednesdays | - | 1/28/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 1/28/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admissions | Summer/Fall | 1/22/15, Thu | 1/29/15, Thu | | Sched. prep. | Confirms Calendar Dates for Summer/Fall schedule, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC) | |
| Karen | Winter | 1/26/15, Mon | 1/29/15, Thu | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| Karen | Summer/Fall | 1/27/15, Tue | 1/29/15, Thu | | Sched. prep. | Karen reviews final changes submitted by Chairs, and submits to Deans | |
| Deans, Chairs | Winter | 1/2/15, Fri | 1/30/15, 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 | 1/2/15, Fri | 1/30/15, Fri | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|--------------------------------|---|---|
| Deans | Summer/Fall | 1/29/15, Thu | 1/30/15, Fri | | Sched. prep. | Deans review final Summer/Fall class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen. | |
| Work Environment Committee | Last Friday | - | 1/30/15, Fri | | Committees | Work Environment Committee meeting | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 1/30/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| District Office | Fall | - | 1/30/15, Fri | | Supervision Pay | Supervisor Pay is issued by District Office (last pay period of semester) | Art. 17.F.6. |
| Admin. Staff | Spring | 1/26/15, Mon | 2/2/15, 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 | ? | - | 2/2/15, Mon | ? | Budget | V.P.s reconcile budget with Preliminary Allocation | |
| Faculty | Spring | - | 2/2/15, 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. |
| Admin. Staff | Spring | - | 2/2/15, Mon | | Semester prep. | Run Sorted by Instructor reports for Mailroom at the start of the Spring semester. | |
| President or designee, V.P. or designee, Prob. Faculty Member, Tenure Review Committee | 1-3 year cycle for each member | - | 2/2/15, Mon | | 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 |
| Karen | Summer/Fall | 1/30/15, Fri | 2/3/15, Tue | | Sched. prep. | 1. Karen enters any changes from review of Summer/Fall schedule 2. sends MS Word file to Michelle/Clarissa | |
| Academic Senate | 1st & 3rd Tuesd | - | 2/3/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 2/3/15, Tue | | Div. Council | Divisional Council meeting | |
| V.P., Deans, Admin. Staff | Spring | - | 2/3/15, Tue | | Semester prep. | Meet to discuss/prepare for 1st day/week of Spring classes | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|----------------------------------|---------------|---------------------------|-----------------|---------|---------------------------------------|--|--------------|
| Admin. Staff | Spring | 1/28/15, Wed | 2/4/15, Wed | | Semester prep. | Phone calls to instructors to remind them when Spring term begins | |
| Budget Committee | ? | - | 2/4/15, Wed | ? | Budget | Budget Committee recommends budget to College Council | |
| Planning Committee | 1st Wednesday | - | 2/4/15, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 2/4/15, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 2/4/15, Wed | ? | Committees | FPIP meeting | |
| FYI | Monthly | - | 2/4/15, Wed | | FYI | Payroll Lockout - Semi-monthly | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/4/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/4/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 2/5/15, Thu | | Committees | College Council meeting | |
| Admin. Staff | Spring | - | 2/5/15, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Admin. Staff | Spring | 1/26/15, Mon | 2/9/15, Mon | | Facilities mgmt. | Review room bookings | |
| Admin. Staff | Spring | 1/27/15, Tue | 2/9/15, Mon | | Semester prep. | Give instructor list to Reprographics to create mail boxes. | |
| Admin. Staff, Michelle | Spring | 2/2/15, Mon | 2/9/15, Mon | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Spring | 2/2/15, Mon | 2/9/15, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Accreditation Steering Committee | 2nd Monday | - | 2/9/15, Mon | | Committees | Accreditation Steering Committee meeting | |
| Faculty | Yearly | - | 2/9/15, Mon | ? | Elections / Selections / Appointments | Nominations for Adjunct Representatives are due (to Academic Affairs). | Art. 17.B.3. |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---|--|---------------------|
| Deans, Admin. Staff | 1-3 year cycle for each member | - | 2/9/15, Mon | ? | Evaluations | Request Spring evaluation schedule from chairs. | Art. 19. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 2/9/15, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Spring | - | 2/9/15, Mon | | FYI | Spring classes begin | |
| Admin. Staff | Yearly | - | 2/9/15, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for President's Days holidays. | |
| Deans | Winter | 1/20/15, Tue | 2/10/15, Tue | ? | Rosters- Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| Academic Senate | 2nd & 4th Tuesday | - | 2/10/15, Tue | | Committees | Academic Senate meeting | |
| Deans, Admin. Staff | Yearly | - | 2/10/15, Tue | ? | Elections / Selections / Appointments | Ballots for Adjunct Representatives Elections are distributed. | Art. 17.B.3. |
| ??? | Wednesdays | - | 2/11/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/11/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/11/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Spring | 1/20/15, Tue | 2/12/15, Thu | | Semester prep. | Inform IT of new hires and retirees so they can update phone and email registries. | |
| Faculty | Spring | 2/9/15, Mon | 2/12/15, Thu | Sp 1 | Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| College Council | ? | - | 2/12/15, Thu | ? | Budget | College Council recommends budget to President | |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 2/12/15, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|--------------------------------|---------------------------|-------------------------|---------|--------------------------------------|--|--------------------------|
| Faculty member, District HR | Yearly | - | 2/12/15, Thu | | Hiring | Faculty member who petitions for recognition of competence in a "Faculty Service Area" must provide all records necessary to the District by February 15 of that academic year. HR does initial screening for status eligibility and notify member of results. | Art. 21. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 2/13/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Yearly | - | 2/13/15, Fri | | Holiday | Presidents' holidays | Art. 11, App. M |
| Faculty | Yearly | - | 2/14/15, Sat | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Faculty | Yearly | - | 2/15/15, Sun | | Non-Instrect. Day | Non-Instruction day | Art. 11, App. M |
| Facilities Committee | 3rd Monday | - | 2/16/15, Mon | | Committees | Facilities Committee meeting | |
| FYI | Yearly | - | 2/16/15, Mon | | Holiday | Presidents' holidays | Art. 11, App. M |
| Chairs | Yearly | 2/6/15, Fri | 2/17/15, Tue | ? | Budget | Helen provides the Budget Prep. Memo, Accounts and Employees Worksheets to the Deans for distribution. | |
| Faculty | Winter | 2/8/15, Sun | 2/17/15, Tue | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| President | ? | - | 2/17/15, Tue | ? | Budget | President approves budget | |
| Academic Senate | 1st & 3rd Tuesd | - | 2/17/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 2/17/15, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 2/17/15, Tue | | Committees | Transfer Committee meeting | |
| V.P. or designee, Deans, Admin. Staff | 1-3 year cycle for each member | - | 2/17/15, 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. |
| ??? | Wednesdays | - | 2/18/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/18/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/18/15, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|-------------------|
| Admin. Staff | Monthly (as needed) | - | 2/18/15, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| V.P., Deans | Spring | - | 2/18/15, Wed | ? | 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). | |
| Michelle, Clarissa | Summer/Fall | 1/29/15, Thu | 2/19/15, Thu | | Sched. prep. | Graphic Artist submits draft cover and wrap for Summer/Fall to President, V.P. and Deans for review | |
| Michelle, Clarissa | Summer/Fall | 2/3/15, Tue | 2/19/15, Thu | | Sched. prep. | Graphic Artist completes layout of Summer/Fall schedule and submits Page Proofs to Karen for review | |
| Karen | Monthly | 2/17/15, Tue | 2/19/15, 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 | 2/19/15, Thu | 2/19/15, Thu | | FYI | Payroll Lockout - Monthly | |
| EMC | 3rd Thursday | - | 2/19/15, Thu | ? | Committees | Student Success & Support Program (EMC subcommittee) | |
| Michelle | Summer/Fall | - | 2/19/15, Thu | | Sched. prep. | Michelle faxes bids to printers, collects bids and determines lowest | |
| Admin. Staff | Each term- Daily thru 2nd week | 1/26/15, Mon | 2/20/15, 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 | Each term- Daily thru 2nd week | 2/2/15, Mon | 2/20/15, 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. |
| Deans, Chairs, Admin. Staff | Spring | 2/2/15, Mon | 2/20/15, Fri | | Sched. prep. | Review TBA sessions for Spring which must be converted to specific time/day by 2nd week of term. | Audit requirement |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------|--------------------------------|---------------------------|-----------------|---------|------------------------------|--|--|
| Admin. Staff | Spring | 2/3/15, Tue | 2/20/15, Fri | | Cancel classes | Enter Spring class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Spring | 2/3/15, Tue | 2/20/15, Fri | | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Spring. | Art. 12.F. |
| Deans, Admin. Staff | Summer | - | 2/20/15, Fri | ? | Instr. Asg's. | Distribute Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Chairs | Spring | 2/2/15, Mon | 2/23/15, 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., Deans | Yearly | 2/17/15, Tue | 2/23/15, Mon | | Budget | Deans/VP review and approve the Budget Prep. Worksheets and forward to Helen for submission. | |
| Karen | Summer/Fall | 2/19/15, Thu | 2/23/15, Mon | | Sched. prep. | Karen reviews Summer/Fall Page Proofs then submits to Deans for review | |
| Michelle | Summer/Fall | 2/19/15, Thu | 2/23/15, Mon | | Sched. prep. | Michelle submits PO request | |
| Planning Committee | ? | - | 2/23/15, Mon | ? | Budget | Planning Council receives budget presentation | |
| Curriculum Committee | ? | - | 2/23/15, Mon | | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 2/23/15, Mon | | Committees | SLO Committee meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 2/23/15, 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 | - | 2/23/15, 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 | - | 2/24/15, Tue | | Committees | Academic Senate meeting | |
| Research Dean | Winter/Spring | 2/9/15, Mon | 2/25/15, Wed | | Sched. prep. | Research Dean prepares and submits the allocation models for Winter/Spring to V.P., Deans, Karen | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|---------------------------------------|---|--------------|
| Deans | Summer/Fall | 2/23/15, Mon | 2/25/15, Wed | | Sched. prep. | Deans review Summer/Fall Page Proofs, redline any egregious errors and return to Karen | |
| ??? | Wednesdays | - | 2/25/15, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 2/25/15, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 2/25/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 2/25/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Adjunct faculty with seniority in the dept. | Yearly | 2/23/15, Mon | 2/26/15, 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. |
| Academic Senate | ? | - | 2/26/15, Thu | ? | Budget | Academic Senate receives budget presentation | |
| Budget Committee | 4th Thursday | - | 2/26/15, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 2/26/15, Thu | | Committees | Student Services Council | |
| Deans, Chairs, Admin. Staff | Spring | 1/26/15, Mon | 2/27/15, Fri | | Instr. Asg's. | Review instr. asgs for Spring. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| V.P., Deans, Karen, Rebecca, Admin. Staff | Winter/Spring | 2/9/15, Mon | 2/27/15, Fri | | Sched. prep. | Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations... | |
| President, V.P., Deans | Summer/Fall | 2/19/15, Thu | 2/27/15, Fri | | Sched. prep. | President, V.P. and Deans review/approve cover and wrap for Summer/Fall schedule | |
| V.P., Deans | Winter/Spring | 2/25/15, Wed | 2/27/15, 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... | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|--|
| Karen | Summer/Fall | 2/25/15, Wed | 2/27/15, Fri | | Sched. prep. | Karen enters Page Proof redlines (if any) for Summer/Fall and returns redlined Page Proofs to Michelle | |
| President or designee, Deans, Admin. Staff, AFT Chapter President | Yearly | 2/26/15, Thu | 2/27/15, 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. |
| Business Office | ? | - | 2/27/15, Fri | ? | Budget | Budget uploaded | |
| Work Environment Committee | Last Friday | - | 2/27/15, Fri | | Committees | Work Environment Committee meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 2/27/15, 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 | - | 2/27/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Admin. Staff | Summer | - | 2/27/15, 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. |
| Karen | Winter/Spring | 2/27/15, Fri | 3/2/15, Mon | | Sched. prep. | 1. requests the district prepare Winter/Spring for rollover on PeopleSoft; 2. requests program schedules from the deans (i.e. Alcala-ACT, Eric- International Online...) | |
| Karen | Summer/Fall | 2/27/15, Fri | 3/2/15, Mon | | Sched. prep. | Karen updates Summer/Fall FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/2/15, 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 |
| Karen | Summer/Fall | 3/2/15, Mon | 3/3/15, Tue | | Sched. prep. | Sends Summer/Fall class schedules to DEC, requests DO create the d9500 files | |
| Academic Senate | 1st & 3rd Tuesd | - | 3/3/15, Tue | | Committees | Academic Senate Executive Board meeting | |

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

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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 | - | 3/3/15, Tue | | Div. Council | Divisional Council meeting | |
| Academic Senate | Yearly | - | 3/3/15, Tue | ? | Hiring | Academic Senate establishes a Faculty Position Hiring Prioritization Committee. | Art. 32. III. G. |
| Deans, Admin. Staff??? | Yearly | - | 3/3/15, 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 | - | 3/3/15, 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 | - | 3/3/15, 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 | - | 3/3/15, 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 | - | 3/3/15, 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. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------|---------------------------|-----------------|---------|--------------------------------------|---|----------------|
| College President, Vice Chancellor | Yearly | - | 3/3/15, 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 representatives. | Art. 33.D. |
| Deans, Admin. Staff???, Compliance Officer??? | Yearly | - | 3/3/15, 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 | - | 3/3/15, 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 | - | 3/3/15, 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 | - | 3/3/15, Tue | ? | Hiring | Review FPIP hiring for Fall. Meet with president to identify number of hires for next hiring period. | |
| Deans, Admin. Staff??? | Yearly | - | 3/3/15, Tue | ? | Hiring | Send NOI's to the District. | |
| Deans, Admin. Staff??? | Yearly | - | 3/3/15, Tue | ? | Hiring | Track approval from the district on NOI's and acceptances. | |
| Faculty | Spring | - | 3/3/15, 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 | - | 3/3/15, Tue | | Sched. prep. | Discuss Winter/Spring production schedule at the Divisional Council meeting | |
| Michelle, Clarissa | Summer/Fall | 2/27/15, Fri | 3/4/15, Wed | | Sched. prep. | Graphic Artist completes any corrections to Page Proofs for Summer/Fall schedule and sends electronic file to Printer | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|--|--|
| Karen | Winter/Spring | 3/2/15, Mon | 3/4/15, Wed | | Sched. prep. | Karen creates timeline for the next semester's schedule production | |
| Planning Committee | 1st Wednesday | - | 3/4/15, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 3/4/15, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 3/4/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/4/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/4/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Karen | Summer/Fall | 3/5/15, Thu | 3/5/15, Thu | | Sched. prep. | Karen sends Excel file of Summer/Fall section list to Bookstore. | |
| College Council | 1st Thursday | - | 3/5/15, Thu | | Committees | College Council meeting | |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | - | 3/5/15, 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 |
| FYI | Monthly | - | 3/5/15, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Faculty | Summer | 2/20/15, Fri | 3/6/15, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Faculty | Summer | 2/27/15, Fri | 3/6/15, Fri | | Instr. Asg's. | Faculty return Summer availability forms. | Art. 15.A.2. |
| Deans, Chairs | Summer | - | 3/6/15, 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. |
| Faculty | Spring | 2/23/15, Mon | 3/9/15, Mon | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Spring. | Art. 13.D.8.g. |
| Accreditation Steering Committee | 2nd Monday | - | 3/9/15, Mon | | Committees | Accreditation Steering Committee meeting | |
| Peer Review Committee, Faculty being reviewed | 1-3 year cycle for each member | - | 3/9/15, Mon | | Evaluations (Comprehensive) | Committee meets with faculty member to review process. | Art. 19. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 3/9/15, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--------------------------------------|--|-----------------------|
| Karen | Summer/Fall | 3/4/15, Wed | 3/10/15, Tue | | Sched. prep. | Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP) | |
| Karen | Summer/Fall | 3/4/15, Wed | 3/10/15, Tue | | Sched. prep. | Karen informs Info. Tech. when d9500 is available | |
| Academic Senate | 2nd & 4th Tuesday | - | 3/10/15, Tue | | Committees | Academic Senate meeting | |
| Deans | Spring | 3/3/15, Tue | 3/11/15, Wed | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| ??? | Wednesdays | - | 3/11/15, Wed | ? | Committees | FPIP meeting | |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 3/11/15, Wed | | Evaluations (Administrative) | Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15. | Art. 19.H. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/11/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/11/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| President or designee | Yearly | - | 3/11/15, Wed | ? | Tenure Review | Before March 15, President forwards his and the Tenure Review Committee's recommendations to the Board regarding faculty member's continued service. | Art. 42.G. |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 3/11/15, Wed | ? | Tenure Review (Administrative) | Administrative Evaluation should be presented to Board prior to March 15. | Appendix C |
| Karen | Summer/Fall | 3/10/15, Tue | 3/12/15, Thu | | Sched. prep. | 1. prepares final <i>online</i> schedule in Word 2. sends electronic file to Eric for posting on the web for Summer/Fall | |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 3/12/15, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| Board of Trustees | 1-3 year cycle for each member | - | 3/12/15, Thu | ? | Evaluations | BOT takes action on faculty Status for next year. | Art. 19 Appendix C |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|---------------------|
| Faculty teaching D/DL | Summer/Fall (as needed) | 2/12/15, Thu | 3/13/15, 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., Deans, Admin. Staff | Every other Friday | - | 3/13/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| College President, AFT | Summer | - | 3/13/15, 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 priority matters). | Art. 15.D. |
| Board of Trustees | 1-3 year cycle for each member | - | 3/13/15, Fri | ? | Tenure Review | BOT takes action on faculty Status for next year. | Appendix C |
| Printer | Summer/Fall | 3/4/15, Wed | 3/16/15, Mon | | Sched. prep. | Printer prepares Blue Lines for Summer/Fall schedule and submits for approval | |
| Karen | Summer/Fall | 3/12/15, Thu | 3/16/15, Mon | | Sched. prep. | Makes Summer/Fall available on ESC | |
| Facilities Committee | 3rd Monday | - | 3/16/15, Mon | | Committees | Facilities Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/16/15, Mon | | Evaluations (Comprehensive) | Committee finalizes plan after review by faculty. | Art. 19. Appendix C |
| Deans, Admin. Staff | Winter/Spring | 2/26/15, Thu | 3/17/15, Tue | | Sched. prep. | Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans. | |
| Deans, Chairs, Admin. Staff | Winter/Spring | 2/26/15, Thu | 3/17/15, Tue | | Sched. prep. | Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------------|---------------------------|-----------------|---------|--------------------------|---|--------------|
| Deans, Chairs, Faculty, Academic Affairs Team | Winter/Spring | 3/3/15, Tue | 3/17/15, 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 participates. | Suggested |
| Academic Senate | 1st & 3rd Tuesd | - | 3/17/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 3/17/15, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 3/17/15, Tue | | Committees | Transfer Committee meeting | |
| Deans, Program Directors | Winter/Spring | 3/2/15, Mon | 3/18/15, Wed | | Sched. prep. | Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Winter/Spring schedules to Karen. | |
| Karen, Michelle | Summer/Fall | 3/16/15, Mon | 3/18/15, Wed | | Sched. prep. | Karen, Chairs and Michelle review Blue Lines, correct any eggregious errors reported by Deans. | |
| ??? | Wednesdays | - | 3/18/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/18/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/18/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Admin. Staff | Monthly (as needed) | - | 3/18/15, Wed | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| EMC | 3rd Thursday | - | 3/19/15, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| V.P. or designee | Summer | 3/6/15, Fri | 3/20/15, 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. |
| Deans, Admin. Staff | Summer | 3/9/15, Mon | 3/20/15, Fri | Sp 6 | Instr. Asg's. | Initial offers of employment made to faculty for Summer (by end of 6th week of prior semester). | Art. 15.A.2. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|---------------------|
| V.P., Deans | Summer/Fall | 3/18/15, Wed | 3/20/15, Fri | | Sched. prep. | V.P., Deans and Karen review Blue Lines for Summer/Fall schedule and return to Karen | |
| Karen | Monthly | 3/18/15, Wed | 3/22/15, Sun | | 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 | 3/22/15, Sun | 3/22/15, Sun | | FYI | Payroll Lockout - Monthly | |
| Karen | Winter/Spring | 3/13/15, Fri | 3/23/15, Mon | | Sched. prep. | 1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...) | |
| Michelle | Summer/Fall | 3/20/15, Fri | 3/23/15, Mon | | Sched. prep. | Michelle returns Blue Lines for Summer/Fall schedule to printer with approval to print | |
| Curriculum Committee | ? | - | 3/23/15, Mon | | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 3/23/15, Mon | | Committees | SLO Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/23/15, Mon | | Evaluations (Comprehensive) | Committee sends final plan to V.P. | Art. 19. Appendix C |
| Michelle, Clarissa | Summer/Fall | 3/23/15, Mon | 3/24/15, Tue | | Sched. prep. | Make Summer/Fall schedule available on website in pdf format. | |
| Academic Senate | 2nd & 4th Tuesday | - | 3/24/15, Tue | | Committees | Academic Senate meeting | |
| Info. Tech., Karen | Summer/Fall | 3/23/15, Mon | 3/25/15, Wed | | Sched. prep. | Info. Tech. and Karen update Searchable Schedule programming for Summer/Fall and make available on website. | |
| ??? | Wednesdays | - | 3/25/15, Wed | ? | Committees | FPIP meeting | |

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

<--Enter dates to include in filter--> **1/12/15, Mon** **1/24/15, Sat**

| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|--|--|--|
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 3/25/15, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 3/25/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 3/25/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Budget Committee | 4th Thursday | - | 3/26/15, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 3/26/15, Thu | | Committees | Student Services Council | |
| Work Environment Committee | Last Friday | - | 3/27/15, Fri | | Committees | Work Environment Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 3/27/15, Fri | | Evaluations (Comprehensive) | Begin - Comprehensive evaluation. Committee gathers data and begins review. | Art. 19.G.5. Art. 42. Appendix C |
| V.P., Deans, Admin. Staff | Every other Friday | - | 3/27/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| Faculty member | Each term-As needed | - | 3/27/15, Fri | ? | Instr. Asg's. | A Faculty member may request to participate in Load Banking. | Art. 39.B. Appendix K |
| Deans, Admin. Staff | Fall | - | 3/27/15, Fri | ? | Instr. Asg's. | Distribute Load Block and Office Hour forms to all faculty in their mailboxes and electronically. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Admin. Staff | Yearly | - | 3/27/15, Fri | | Notices | Send holiday (no classes) announcement to faculty through academic affairs email for Spring Break. | |
| Admin. Staff | Yearly | - | 3/27/15, Fri | | Notices | Send holiday closure announcement to faculty through academic affairs email for Cesar Chavez Day. | |
| Business Office | ? | - | 3/30/15, Mon | ? | Budget | Budget adjustments submitted (begin) | |
| Chair, Faculty member | Each term-As needed | - | 3/30/15, Mon | ? | Instr. Asg's. | Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to | Art. 39.B. Appendix K |
| FYI | Spring | - | 3/31/15, Tue | | Holiday | Cesar Chavez Day | Art. 11, App. M |
| Deans | Spring | 3/11/15, Wed | 4/1/15, Wed | ? | Rosters-Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|--------------------------------|---------------------------|-----------------|---------|---|---|---|
| Planning Committee | 1st Wednesday | - | 4/1/15, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 4/1/15, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 4/1/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/1/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/1/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty member, President or designee | Yearly (as needed) | - | 4/1/15, Wed | | Instr. Asg's. - Pre-retirement Load Reduction | Faculty member initiates or changes participation in Pre-retirement Reduction in Workload Program by submitting appropriate paperwork to Pres. or designee by 4/1 of academic year preceding the acad. year reduction becomes effective. | Art. 26. |
| District, STRS admin. staff | Yearly (as needed) | - | 4/1/15, Wed | ? | Instr. Asg's. - Pre-retirement Load Reduction | The District and the administrative staff of STRS verify the faculty member's eligibility to participate in the Reduction in Workload program. | Art. 26. |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 4/1/15, Wed | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| V.P. | Spring | 2/23/15, Mon | 4/2/15, Thu | 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. |
| College Council | 1st Thursday | - | 4/2/15, Thu | | Committees | College Council meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 4/2/15, Thu | ? | Evaluations (Administrative) | Continue - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |
| Dean, Chair, Scheduler, Admin. Staff | Yearly (as needed) | - | 4/2/15, Thu | ? | Instr. Asg's. - Pre-retirement Load Reduction | Faculty members assignments are adjusted according to Reduction in Workload agreement. | Art. 26. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|---------------------|---------------------------|-----------------|---------|-------------------|---|-----------------------|
| Faculty | Summer | - | 4/3/15, Fri | Sp 8 | Instr. Asg's. | Faculty return Summer offer letters to Chairs (by end of 8th week of prior semester). | Art. 15.A.2. |
| FYI | Spring | - | 4/4/15, Sat | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| FYI | Spring | - | 4/5/15, Sun | | Non-Instrect. Day | Easter | Art. 11, App. M |
| FYI | Spring | - | 4/5/15, Sun | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| Karen | Summer/Fall | 3/25/15, Wed | 4/6/15, Mon | | Sched. prep. | Creates programs for Summer/Fall: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use... | |
| Admin. Staff | Monthly (as needed) | - | 4/6/15, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Monthly | - | 4/6/15, Mon | | FYI | Payroll Lockout - Semi-monthly | |
| V.P. | Each term-As needed | - | 4/6/15, Mon | ? | Instr. Asg's. | V.P. approves faculty member's Load Banking Plan. | Art. 39.B. Appendix K |
| FYI | Spring | - | 4/6/15, Mon | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| Printer | Summer/Fall | 3/23/15, Mon | 4/7/15, Tue | | Sched. prep. | Printed schedules for Summer/Fall are available on campus. | |
| Academic Senate | 1st & 3rd Tuesd | - | 4/7/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 4/7/15, Tue | | Div. Council | Divisional Council meeting | |
| FYI | Yearly | - | 4/7/15, Tue | | Non-Instrect. Day | Spring Break | Art. 11, App. M |
| ??? | Wednesdays | - | 4/8/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/8/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/8/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| FYI | Spring | - | 4/8/15, Wed | | Holiday | Spring Break | Art. 11, App. M |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|-----------------------------|--|--|
| Karen | Winter/Spring | 3/23/15, Mon | 4/9/15, Thu | | Sched. prep. | 1. generates Galleys and other supporting documents (e.g. over/under report...) 2. formats, enters special notes 3. distributes to Deans, emails to Chairs 4. sends email to all Faculty informing them the scheduling process is beginning. | |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 4/9/15, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| FYI | Spring | - | 4/9/15, Thu | | Non-Instret. Day | Spring Break | Art. 11, App. M |
| Faculty | Fall | 3/27/15, Fri | 4/10/15, Fri | ? | Instr. Asg's. | Faculty return completed Workblock Forms. | Art. 13.D. |
| Admin. Staff | Summer | 4/3/15, Fri | 4/10/15, Fri | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Summer. | Art. 15.A.2. |
| Admin. Staff | Winter/Spring | 4/7/15, Tue | 4/10/15, Fri | | Sched. prep. | Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production. | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 4/10/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| FYI | Spring | - | 4/10/15, Fri | | Non-Instret. Day | Spring Break (½ day holiday for classified) | Art. 11, App. M |
| Admin. Staff | Spring | 4/6/15, Mon | 4/13/15, Mon | | Facilities mgmt. | Review room bookings for mid-Spring | |
| Accreditation Steering Committee | 2nd Monday | - | 4/13/15, Mon | | Committees | Accreditation Steering Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 4/13/15, Mon | | Evaluations (Comprehensive) | Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee. | Art. 19.G.5. Art. 42. Appendix C |
| Chief Admin. Officer | Quarterly | - | 4/13/15, Mon | ? | Facilities mgmt. | CAO of the campus provides quarterly report on projects underway to the WEC. | Art. 9.E. |
| FYI | Summer | - | 4/13/15, Mon | | FYI | Priority registration for Summer begins | |
| FYI | Spring | - | 4/13/15, Mon | | FYI | Spring's 2nd 8-week classes begin | |
| Academic Senate | 2nd & 4th Tuesday | - | 4/14/15, Tue | | Committees | Academic Senate meeting | |
| Faculty | Summer/Fall | 4/1/15, Wed | 4/15/15, Wed | | Sched. prep. | Book Orders Due for Summer/Fall | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|---------------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| District Office, President, V.P.s, Hansel... | Quarterly | - | 4/15/15, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |
| ??? | Wednesdays | - | 4/15/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/15/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/15/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| EMC | 3rd Thursday | - | 4/16/15, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| Admin. Staff | Each term-Daily, 7th through 9th week | 3/23/15, Mon | 4/17/15, Fri | | Cancel Classes-Late Start | Distribute Spring 2nd-8 weeks 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 | Each term-Daily, 7th through 9th week | 4/1/15, Wed | 4/17/15, Fri | | Cancel Classes-Late Start | Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes. | Art. 12.F. |
| Admin. Staff | Spring | 4/2/15, Thu | 4/17/15, Fri | | Cancel Classes-Late Start | Enter Spring class cancelations on Protocol for late start classes. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Spring | 4/2/15, Thu | 4/17/15, Fri | | Cancel Classes-Late Start | Notify students, instructors and Student Services of cancelled classes for late start classes for Spring. | Art. 12.F. |
| Facilities Committee | 3rd Monday | - | 4/20/15, Mon | | Committees | Facilities Committee meeting | |
| Faculty being reviewed | 1-3 year cycle for each member | - | 4/20/15, Mon | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee. | Art. 19.G.9. Art. 42. Appendix C |
| Admin. Staff | Monthly (as needed) | - | 4/20/15, Mon | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Academic Senate | 1st & 3rd Tuesd | - | 4/21/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 4/21/15, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 4/21/15, Tue | | Committees | Transfer Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------|--------------------------------|---------------------------|-----------------|---------|--------------------------------|--|--|
| Faculty member | Fall (As needed) | - | 4/21/15, Tue | | Instr. Asg's. | Faculty member (with sufficient load credit) may submit a request for reduced assignment or Load Credit Leave to his/her Chair (with copy to V.P.) at least 4 months before the start of the academic term. | Art. 39.F. Appendix K |
| Deans, Chairs, Admin. Staff | Winter/Spring | 4/13/15, Mon | 4/22/15, Wed | | Sched. prep. | Deans meet with Chairs to discuss the Galleys , supporting documents and process for Winter/Spring. | |
| Karen | Monthly | 4/17/15, Fri | 4/22/15, Wed | | 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 | 4/22/15, Wed | 4/22/15, Wed | | FYI | Payroll Lockout - Monthly | |
| ??? | Wednesdays | - | 4/22/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/22/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/22/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Budget Committee | 4th Thursday | - | 4/23/15, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 4/23/15, Thu | | Committees | Student Services Council | |
| V.P. (via Admin. Staff) | Fall | 4/2/15, Thu | 4/24/15, Fri | Sp 10 | Instr. Asg's. | Offer letters are mailed (email with return receipt acceptable) for Fall adjunct assignments (by end of 10th week of prior semester). | Art. 16.A.4. |
| Work Environment Committee | Last Friday | - | 4/24/15, Fri | | Committees | Work Environment Committee meeting | |
| Peer Review Committee | 1-3 year cycle for each member | - | 4/24/15, Fri | | Evaluations (Comprehensive) | If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee. | Art. 19.G.9. Art. 42. Appendix C |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| V.P., Deans, Admin. Staff | Every other Friday | - | 4/24/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| Business Office | Quarterly | - | 4/27/15, Mon | ? | Budget | Submit 3rd Quarter Report | |
| Curriculum Committee | ? | - | 4/27/15, Mon | | Committees | Curriculum Committee meeting | |
| SLO Committee | 4th Monday | - | 4/27/15, Mon | | Committees | SLO Committee meeting | |
| FYI | Yearly | - | 4/27/15, Mon | ? | Hiring | Closing date for recruitment of new hires. | |
| Deans, Admin. Staff??? | Yearly | - | 4/27/15, Mon | ? | Hiring | Meet with Hiring Committees to set interview dates, compile interview questions and activities. | Art. 16.A.4. Art. 15.A.2 |
| Dean, Chair, Scheduler, Admin. Staff | Winter/Spring | 4/6/15, Mon | 4/29/15, Wed | | Sched. prep. | Tentatively check FTEP to determine if Chairs' assignments will need to be adjusted in the following year. Adjust asg's. on galleys as needed. | Art. 17.C. |
| Chairs, Program Directors, Faculty | Winter/Spring | 4/13/15, Mon | 4/29/15, Wed | | Sched. prep. | Chairs consult with their division and program directors to discuss/redline the Galleys and program schedules for Winter/Spring, and submit redlines to Karen | |
| ??? | Wednesdays | - | 4/29/15, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 4/29/15, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 4/29/15, Wed | | Evaluations (Comprehensive) | V.P. or designee either formally accepts the Comprehensive evaluation or, returns evaluation to the committee with explanation of perceived problems. | Art. 19.G.10 Art. 42. Appendix C |
| V.P., Deans, Helen, Karen | Wednesdays | - | 4/29/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 4/29/15, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|-----------------------|
| Deans, Chairs, Admin. Staff | Spring | 3/23/15, Mon | 4/30/15, Thu | | Instr. Asg's. | Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | |
| President or designee, Deans, Admin. Staff, Exclusive Representative (AFT) | Every 3 years by division need | - | 4/30/15, Thu | ? | Elections / Selections / Appointments | Send announcements for Division Chair Elections (3 weeks prior to the vote). Notify all division members (Full-time and Adjunct Rep) of when the vote will be, and include the statement of candidacy form. | Art. 17.B.5.c |
| District Office of Personnel Operations | Yearly | - | 4/30/15, Thu | | Hiring | The District Office of Personnel Operations shall provide a list of eligible transfer applicants to each hiring committee and the AFT (and notify each applicant on the list) by May 1. | Art. 34.A.3. |
| Karen | Winter/Spring | 4/13/15, Mon | 5/1/15, Fri | | Sched. prep. | Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans | |
| Admin. Staff | Monthly (as needed) | - | 5/4/15, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| FYI | Fall | - | 5/4/15, Mon | | FYI | Priority registration for Fall begins | |
| V.P., Chairs | Fall (As needed) | 4/21/15, Tue | 5/5/15, Tue | ? | Instr. Asg's. | Chair and/or V.P. approves reduced assignment or Load Credit Leave or gives written reason for non-approval (or delay) to the faculty member. | Art. 39.G. Appendix K |
| Academic Senate | 1st & 3rd Tuesd | - | 5/5/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 5/5/15, Tue | | Div. Council | Divisional Council meeting | |
| V.P. or designee | 1-3 year cycle for each member | - | 5/5/15, Tue | ? | Evaluations (Administrative) | Complete - Administrative evaluations (including Division Chair evaluations). | Art. 19.J-M. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-------------------------------------|--------------------------------|---------------------------|-----------------|---------|-----------------------------|---|--|
| Peer Review Committee | 1-3 year cycle for each member | - | 5/5/15, Tue | | Evaluations (Comprehensive) | If V.P. returns Comprehensive eval. with problems, peer review committee will take action as appropriate and again forward (with explanation) to reviewee for comment. If reviewee does not comment in 5 working days, committee will forward summary to V.P. | Art. 19.G.11. Art. 42. Appendix C |
| V.P. or designee, Chair, Supervisor | 1-3 year cycle for each member | 3/5/15, Thu | 5/6/15, Wed | | Evaluations (Basic) | Continue - Basic evaluations. | Art. 19.E-F. Art. 19.J. Appendix C |
| Planning Committee | 1st Wednesday | - | 5/6/15, Wed | | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 5/6/15, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 5/6/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/6/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/6/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 5/7/15, Thu | | Committees | College Council meeting | |
| FYI | Monthly | - | 5/7/15, Thu | | FYI | Payroll Lockout - Semi-monthly | |
| Faculty | Fall | 4/27/15, Mon | 5/8/15, Fri | Sp 12 | Instr. Asg's. | Faculty return written acceptance or refusal of Fall adjunct assignment within 10 working days of the offer. | Art. 16.A.4. |
| Business Office | ? | - | 5/8/15, Fri | ? | Budget | Budget adjustments submitted (end) | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 5/8/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs, Admin. Staff | Summer | - | 5/8/15, Fri | Sp 12 | Instr. Asg's. | All Summer assignments filled by this date (end of 12th week of prior semester). | Art. 15.A.2. |
| Accreditation Steering Committee | 2nd Monday | - | 5/11/15, Mon | | Committees | Accreditation Steering Committee meeting | |
| Deans, Admin. Staff??? | Yearly | - | 5/11/15, Mon | ? | Hiring | Begin schedule of interviews for new Fall hires. | |
| Academic Senate | 2nd & 4th Tuesday | - | 5/12/15, Tue | | Committees | Academic Senate meeting | |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|-------------------------------|---|------------------------------------|
| Faculty being reviewed | 1-3 year cycle for each member | - | 5/12/15, Tue | | Evaluations (Comprehensive) | Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary. | Art. 19 Appendix C |
| Admin. Staff | Fall | 5/8/15, Fri | 5/13/15, Wed | | Instr. Asg's. | Phone calls to instructors regarding return of missing offer letters for Fall. | Art. 15.A.2. |
| ??? | Wednesdays | - | 5/13/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/13/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/13/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 5/14/15, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| V.P. or designee | 1-3 year cycle for each member | - | 5/14/15, Thu | | Evaluations (Comprehensive) | V.P. or designee formally accepts the committee's Comprehensive evaluation summary, delivers it to the reviewee and places a copy in the member's personnel file (district office). | Art. 19.G.11-12. Art. 42. |
| V.P. or designee | 2 year cycle for each member | 2/2/15, Mon | 5/15/15, Fri | | Evaluations (Division. Chair) | Division Chair evaluations - conducted by the V.P. or designee | Art. 19.K-M. Appendix C |
| Deans, Chairs | Winter/Spring | 5/1/15, Fri | 5/15/15, Fri | | Sched. prep. | Deans meet with Chairs and others, review the Galley redlines for Winter/Spring, then submit to Karen | |
| V.P. or designee, Chair, Supervisor or designated faculty member | 1-3 year cycle for each member | - | 5/15/15, Fri | | Evaluations (Basic) | Complete - Basic eval's. Place copy in member's personnel file. Copy to member, include written advice that member has the right to submit a written comment regarding the eval. If a comment is submitted, append it to the eval. in personnel file. | Art. 19.E-F. Art. 19.J. Appendix C |
| Faculty being reviewed | 1-3 year cycle for each member | - | 5/15/15, Fri | ? | Evaluations (Comprehensive) | Faculty member may submit a comment to be appended to the Comprehensive evaluation in member's personnel file. | Art. 19.G.13. Art. 42. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|----------------|
| Candidates for Division Chair | Every 3 years by division need | 4/30/15, Thu | 5/18/15, Mon | ? | Elections / Selections / Appointments | Candidates for Division Chair confirm their candidacy in writing and submit their statement of candidacy (by 4 pm on the 3rd working day before the election) so it can be made available to faculty at the time of the election. | Art. 17.B.5.a. |
| Curriculum Committee | ? | - | 5/18/15, Mon | | Committees | Curriculum Committee meeting | |
| Facilities Committee | 3rd Monday | - | 5/18/15, Mon | | Committees | Facilities Committee meeting | |
| Admin. Staff | Yearly | - | 5/18/15, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Memorial Day. | |
| Business Office | ? | - | 5/19/15, Tue | ? | Budget | Hard copy prepared | |
| Academic Senate | 1st & 3rd Tuesd | - | 5/19/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 5/19/15, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 5/19/15, Tue | | Committees | Transfer Committee meeting | |
| Admin. Staff | Monthly (as needed) | - | 5/19/15, Tue | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| V.P. (via Admin. Staff) | Fall | 5/13/15, Wed | 5/20/15, Wed | | Instr. Asg's. | Notices to faculty not being offered a Fall assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process. | Art. 16.A.4. |
| Karen | Monthly | 5/15/15, Fri | 5/20/15, Wed | | 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... | |
| President or designee. Deans, Admin. Staff | Every 3 years by division need | 5/18/15, Mon | 5/20/15, Wed | ? | Elections / Selections / Appointments | President or designee prepares ballots for Division Chair election(s) and brings to the election. | Art. 17.B.5.b. |
| FYI | Monthly | 5/20/15, Wed | 5/20/15, Wed | | FYI | Payroll Lockout - Monthly | |
| ??? | Wednesdays | - | 5/20/15, Wed | ? | Committees | FPIP meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-------------------------|---------|---------------------------------------|--|-----------------------------------|
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/20/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/20/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| President or designee, Deans, Admin. Staff, Exclusive Representative (AFT) | Every 3 years by division need | 5/20/15, Wed | 5/21/15, Thu | ? | Elections / Selections / Appointments | Hold special mtg for Div. Chair elections. Conduct vote, record tally, Pres. & Exclusive Rep. of AFT sign tally. Pres. appoints elected Chairs. Timing not defined in contract but vote s/b early enough for new Chair asgs to be processed by July 1. | Art. 17.B.5.c. and Art. 17.B.5.i. |
| EMC | 3rd Thursday | - | 5/21/15, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| Deans, Admin. Staff | Winter/Spring | 5/12/15, Tue | 5/22/15, Fri | | Sched. prep. | Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines. | |
| Deans, Chairs, Academic Affairs team | Winter/Spring | 5/15/15, Fri | 5/22/15, Fri | | Sched. prep. | Deans hold follow up meetings with Chairs, review/finalize the Galley redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 5/22/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| SLO Committee | 4th Monday | - | 5/25/15, Mon | | Committees | SLO Committee meeting | |
| FYI | Yearly | - | 5/25/15, Mon | | Holiday | Memorial Day | Art. 11, App. M |
| Academic Senate | 2nd & 4th Tuesday | - | 5/26/15, Tue | | Committees | Academic Senate meeting | |
| Deans, Admin. Staff??? | Yearly | - | 5/26/15, Tue | ? | Hiring | Initial offers of employment made to faculty. (contract) | |
| Deans, Chairs | Summer | 5/18/15, Mon | 5/27/15, Wed | ? | Instr. Asg's. | Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods. | Art. 40.B. |
| Faculty teaching D/DL | Summer | 5/18/15, Mon | 5/27/15, Wed | ? | Instr. Asg's. | Faculty planning to teach D/DL who want the class size limit increased (to up to 80)- submit written request during the stage of schedule planning- Not currently allowed. | Art. 40.C. |

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

<--Enter dates to include in filter--> **1/12/15, Mon** **1/24/15, Sat**

| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|-------------------------------------|---|--------------------|
| V.P. or designee, Chair, AFT Chapter President | Summer | 5/19/15, Tue | 5/27/15, Wed | ? | Instr. Asg's. | Chair, V.P. or designee, and AFT Chapter President approve or deny (during the stage of schedule planning) the request(s) of faculty requesting increased class size limits of a D/DL class. Not currently being | Art. 40.C. |
| Deans, Admin. Staff | Spring (As needed) | 5/22/15, Fri | 5/27/15, Wed | | Instr. Asg's. | Review FTE values of reassigned and/or release time for Chairs, Vice Chairs, Consulting Instructors, ISA's, etc. and process corrections. | Art. 13, Art. 17 + |
| Karen | Winter/Spring | 5/22/15, Fri | 5/27/15, Wed | | Sched. prep. | 1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during 1st-draft prep 3. request District do global changes if needed | |
| ??? | Wednesdays | - | 5/27/15, Wed | ? | Committees | FPIP meeting | |
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 5/27/15, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 5/27/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 5/27/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty Hiring Prioritization Committee | ? | - | 5/27/15, Wed | ? | Hiring - Counseling staffing levels | Counseling staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ... | Art. 13.A.4. |
| Faculty Hiring Prioritization Committee | ? | - | 5/27/15, Wed | ? | Hiring - Library staffing levels | Library staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ... | Art. 13.A.3. |
| Budget Committee | 4th Thursday | - | 5/28/15, Thu | | Committees | Budget Committee meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-----------------------------------|-------------------|---------------------------|-----------------|---------|-----------------|---|---|
| Student Services Council | 4th Thursday | - | 5/28/15, Thu | | Committees | Student Services Council | |
| V.P., Deans, Chairs, Admin. Staff | Spring | 5/18/15, Mon | 5/29/15, Fri | | Instr. Asg's. | Review seniority lists for Spring and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative | Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. |
| Deans, Admin. Staff, Helen | Spring | 5/18/15, Mon | 5/29/15, Fri | ? | Instr. Asg's. | The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered. | Art. 40.C. |
| Work Environment Committee | Last Friday | - | 5/29/15, Fri | | Committees | Work Environment Committee meeting | |
| College | Yearly | - | 5/29/15, Fri | ? | Div. Goals/Mgmt | The college should include a regular review of divisional clerical support needs in its classified staffing plans. | Art. 17.I. and Art. 44. |
| Deans, Chairs | Spring | 2/2/15, Mon | 6/1/15, Mon | | Sched. prep. | Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES). | Audit requirement |
| Kathy | Spring | 2/9/15, Mon | 6/1/15, Mon | | Sched. prep. | Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed. | |
| Academic Senate | 1st & 3rd Tuesday | - | 6/2/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| V.P., Deans, Chairs, others | 1st Tuesday | - | 6/2/15, Tue | | Div. Council | Divisional Council meeting | |
| Planning Committee | 1st Wednesday | - | 6/3/15, Wed | ? | Committees | Planning and Institutional Effectiveness Committee meeting | |
| Student Success / ATD Core Team | 1st Wednesday | - | 6/3/15, Wed | ? | Committees | Student Success / ATD Committee meeting | |
| ??? | Wednesdays | - | 6/3/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/3/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/3/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| College Council | 1st Thursday | - | 6/4/15, Thu | | Committees | College Council meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
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| Karen | Spring | 6/1/15, Mon | 6/5/15, Fri | | Sched. prep. | Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF). | |
| V.P., Deans, Admin. Staff | Every other Friday | - | 6/5/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| Deans, Chairs, Faculty | Spring | 5/18/15, Mon | 6/7/15, Sun | | Faculty obligations | Encourage instructors to encourage students to apply for degrees and/or certificates. | |
| FYI | Spring | 6/1/15, Mon | 6/7/15, Sun | | FYI | Final Exams for Spring. | Appendix M |
| FYI | Yearly | - | 6/7/15, Sun | ? | FYI | Graduation Day | |
| FYI | Monthly | - | 6/7/15, Sun | | FYI | Payroll Lockout - Semi-monthly | |
| Accreditation Steering Committee | 2nd Monday | - | 6/8/15, Mon | | Committees | Accreditation Steering Committee meeting | |
| Deans, Chairs | Yearly | - | 6/8/15, Mon | ? | Div. Goals/Mgmt | Divisions complete Program Review | |
| Division members | Every 3 years by division need | - | 6/8/15, Mon | ? | Elections / Selections / Appointments | Designated Vice Chairs are selected by division(s) if applicable. | Art. 17.F.1. |
| Admin. Staff | Summer | - | 6/8/15, Mon | | Facilities mgmt. | Print out Room Book | |
| Admin. Staff | Monthly (as needed) | - | 6/8/15, Mon | | Facilities mgmt. | Generate Room Listing of Weekend Classes for Campus Sheriff's Office | |
| Deans, Admin. Staff??? | Yearly | - | 6/8/15, Mon | ? | Hiring | Complete hiring process for new hires and provide faculty orientation for all new hires. | |
| Employee, V.P. and Division Chair, Any tenured faculty, Dean, Admin. Staff or Helen | As needed | - | 6/8/15, Mon | ? | Mentoring | If requested by a contract faculty member, V.P. and Chair shall designate a tenured faculty member as mentor. Secretary processes \$450 mentoring pay. | Art. 42. H. |
| Faculty | Yearly | - | 6/8/15, Mon | | Prof. Dev. | Non-Instruction - Staff development day | Art. 11, App. M |
| Karen | Winter/Spring | 5/27/15, Wed | 6/9/15, Tue | | Sched. prep. | 1. puts Galley redlines on Protocol, & ACT, Puente, Black Scholars, Intern'l, Jumpstart (if not done already), 2. misc. clean up. | |
| Academic Senate | 2nd & 4th Tuesday | - | 6/9/15, Tue | | Committees | Academic Senate meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|---|--------------------------------------|
| V.P., Chairs | Every 3 years by division need | - | 6/9/15, Tue | ? | Elections / Selections / Appointments | Appointed Vice Chairs are selected by the Chairs. | Art. 17.F.2. |
| Faculty | Yearly | - | 6/9/15, Tue | | Prof. Dev. | Non-Instruction - Staff development day | Art. 11, App. M |
| V.P., Deans, Admin. Staff | Summer | - | 6/9/15, Tue | ? | Semester prep. | Meet to discuss/prepare for 1st day/week of Summer classes | |
| Admin. Staff | Summer | 6/3/15, Wed | 6/10/15, Wed | | Semester prep. | Phone calls to instructors to remind them when Summer term begins | |
| ??? | Wednesdays | - | 6/10/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/10/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/10/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| Faculty | Summer | - | 6/10/15, Wed | ? | Instr. Asg's. | Faculty post their Summer office hours schedule and give copy to the V.P. of Academic Affairs. | Art. 13.C.4., Art. 13.D.8., Art. 15. |
| Faculty | Yearly | - | 6/10/15, Wed | | Prof. Dev. | Faculty submit their reports on professional development activity by the day after the last professional development day of the spring. | Art. 10.D.2.d. |
| Chairs, Vice Chairs | Spring | 5/14/15, Thu | 6/11/15, Thu | | Supervision Pay | Chairs and Vice Chairs verify with Deans that they have completed all their required evaluation responsibilities; and submit employee lists for Supervisor Pay. | Art. 17.F.6. |
| Student Equity, Access and Completion Committee | 2nd Thursday | - | 6/11/15, Thu | | Committees | Student Equity, Access and Completion Committee meeting (formerly EMC) | |
| Admin. Staff | Summer | - | 6/11/15, Thu | | Semester prep. | Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events... | |
| Karen | Winter/Spring | 6/9/15, Tue | 6/12/15, Fri | | Sched. prep. | Karen exports Winter/Spring schedule "Camera Ready" report, formats, cleans up | |
| Admin. Staff | Summer | 6/8/15, Mon | 6/15/15, Mon | | Facilities mgmt. | Review room bookings | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--------------------------------------|-----------------|---------------------------|-----------------|---------|--------------------------------------|--|----------------|
| Admin. Staff, Michelle | Summer | 6/8/15, Mon | 6/15/15, Mon | | Semester prep. | Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle. | |
| Admin. Staff | Summer | 6/8/15, Mon | 6/15/15, Mon | | Semester prep. | Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..) | |
| Deans, Admin. Staff | Yearly | 6/10/15, Wed | 6/15/15, Mon | | Prof. Dev. | Dean(s) monitor the return of faculty's flex reporting. | Art. 10.D.2.d. |
| Karen | Winter/Spring | 6/12/15, Fri | 6/15/15, Mon | | Sched. prep. | Karen preps course level inf. for review, gives to Ara (or Curriculum Asst.) | |
| Facilities Committee | 3rd Monday | - | 6/15/15, Mon | | Committees | Facilities Committee meeting | |
| FYI | Summer | - | 6/15/15, Mon | ? | FYI | Summer classes begin | Appendix M |
| V.P., Deans | Summer | - | 6/15/15, Mon | ? | 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). | |
| Faculty | Spring | 6/7/15, Sun | 6/16/15, Tue | | Rosters-Census, Exclusion, Grade, PA | Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams. | Art. 13.D.8.g. |
| Karen | Winter/Spring | 6/15/15, Mon | 6/16/15, Tue | | Sched. prep. | Karen preps online schedule for review, gives to Eric | |
| Academic Senate | 1st & 3rd Tuesd | - | 6/16/15, Tue | | Committees | Academic Senate Executive Board meeting | |
| Technology Committee | 3rd Tuesday | - | 6/16/15, Tue | | Committees | Technology Committee meeting | |
| Transfer Committee | 3rd Tuesday | - | 6/16/15, Tue | | Committees | Transfer Committee meeting | |
| Dean, Chair, Scheduler, Admin. Staff | Yearly | 5/13/15, Wed | 6/17/15, Wed | | Instr. Asg's. | Run FTPEP report, review, determine Chairs' reassigned time for next academic year. Adjust assignments on SAP as needed (through PCR?). | Art. 17.C. |
| ??? | Wednesdays | - | 6/17/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/17/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/17/15, Wed | | FYI | Follow up of Office of Instruction meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|--------------------------|---|---------------------|
| Deans, Admin. Staff, Helen | Spring | 6/4/15, Thu | 6/18/15, Thu | | Supervision Pay | Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly. | |
| EMC | 3rd Thursday | - | 6/18/15, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| Admin. Staff | Monthly (as needed) | - | 6/18/15, Thu | | Instr. Asg's. - Absences | Submit Adjunct faculty absence reports to payroll monthly (prior to lockout). | |
| Michelle, Clarissa | Winter/Spring | - | 6/18/15, Thu | | Sched. prep. | Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others. | |
| Admin. Staff | Each term- Daily thru 2nd week | 6/1/15, Mon | 6/19/15, Fri | ? | Cancel classes | Distribute Summer 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 | Each term- Daily thru 2nd week | 6/8/15, Mon | 6/19/15, Fri | ? | Cancel classes | Review Summer enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations. | Art. 12.F. |
| Admin. Staff | Summer | 6/9/15, Tue | 6/19/15, Fri | ? | Cancel classes | Enter Summer class cancelations on Protocol. Post signs on classrooms. | Art. 12.F. |
| Admin. Staff | Summer | 6/9/15, Tue | 6/19/15, Fri | ? | Cancel classes | Notify students, instructors and Student Services of cancelled classes for Summer. | Art. 12.F. |
| College, AFT, Admin. Staff??? | As needed | 6/15/15, Mon | 6/19/15, Fri | ? | Committees | If compensation for an adjunct faculty member's committee service is agreed to by the college and AFT, Secretary ??? processes the assignment for ancillary duties. | Art. 32. II. |
| Academic Senate, Administrators designated by College President, AFT Chapter President | As needed | 6/15/15, Mon | 6/19/15, Fri | ? | Committees | The college shall establish committees per Article 32. | Art. 9. Art. 32. |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|---------------------------------------|--|---------------------------|
| College President, AFT Chapter President, Academic Senate Pres., Admin. Staff??? | Yearly | 6/15/15, Mon | 6/19/15, Fri | ? | Committees | Compensation, if any, for faculty committee chair shall be determined by College Pres., AFT Chapter Pres. and Academic Senate Pres. at beginning of each academic year (exception: see Article 9.E. for WEC Chair). Secretary processes asg's. | Art. 9.E. Art. 32. IV. |
| Faculty | Summer | 6/15/15, Mon | 6/19/15, Fri | ? | Su 1 Syllabi | Syllabi due (1st week of instruction) | Art. C.4. |
| V.P., Deans, Admin. Staff | Every other Friday | - | 6/19/15, Fri | | FYI | Academic Affairs - all staff meeting | |
| Admin. Staff | Every 3 years by division need | 5/21/15, Thu | 6/22/15, Mon | | Elections / Selections / Appointments | Admin. Staff process any new Chair and/or Vice Chair assignments before July 1. | |
| District Office | Yearly | 6/15/15, Mon | 6/22/15, Mon | ? | Sched. prep. | Attendance Accounting will request a preliminary DSCH run (to determine FTES est. and check reporting period flags). | |
| Karen | Monthly | 6/17/15, Wed | 6/22/15, Mon | | 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 | 6/22/15, Mon | 6/22/15, Mon | | FYI | Payroll Lockout - Monthly | |
| SLO Committee | 4th Monday | - | 6/22/15, Mon | | Committees | SLO Committee meeting | |
| Faculty | Summer | - | 6/22/15, 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 | - | 6/23/15, Tue | | Committees | Academic Senate meeting | |
| ??? | Wednesdays | - | 6/24/15, Wed | ? | Committees | FPIP meeting | |

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

<--Enter dates to include in filter--> **1/12/15, Mon** **1/24/15, Sat**

| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---|-----------------------|---------------------------|-----------------|---------|---------------|---|-------------------|
| VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps | 4th or last Wednesday | - | 6/24/15, Wed | ? | Committees | Resource Development Committee meeting | |
| V.P., Deans, Helen, Karen | Wednesdays | - | 6/24/15, Wed | | FYI | Office of Instruction meeting | |
| Deans, Admin. Staff | Wednesdays | - | 6/24/15, Wed | | FYI | Follow up of Office of Instruction meeting | |
| ??? | Yearly | 6/8/15, Mon | 6/25/15, Thu | ? | Prof. Dev. | Final reporting on professional development will be completed | Art. 10.D.2.d. |
| Budget Committee | 4th Thursday | - | 6/25/15, Thu | | Committees | Budget Committee meeting | |
| Student Services Council | 4th Thursday | - | 6/25/15, Thu | | Committees | Student Services Council | |
| Karen | Yearly (as needed) | 6/15/15, Mon | 6/26/15, Fri | | Sched. prep. | Check / clean up coding on Protocol for all 4 terms of the academic year. | |
| Karen | Summer | 6/15/15, Mon | 6/26/15, Fri | | Sched. prep. | Check reporting period flags for summer (census or end) - District Office deadline. | |
| Deans, Chairs, Admin. Staff | Summer | 6/15/15, Mon | 6/26/15, Fri | ? | Sched. prep. | Review TBA sessions for Spring which must be converted to specific time/day by 2nd week of term. | Audit requirement |
| Work Environment Committee | Last Friday | - | 6/26/15, Fri | | Committees | Work Environment Committee meeting | |
| Admin. Staff | Yearly | - | 6/29/15, Mon | | Notices | Send holiday closure announcement to faculty through academic affairs email for Independence Day. | |
| Deans, Chairs, Admin. Staff | Summer | 5/26/15, Tue | 6/30/15, Tue | | Instr. Asg's. | Review instr. asgs for Summer. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks... | Art. 15.A.2. |
| Ara or Curriculum Asst. | Winter/Spring | 6/15/15, Mon | 6/30/15, Tue | | Sched. prep. | Reviews course attributes from Camera Ready report for Winter/Spring, redlines corrections and submits to Karen | |
| Eric Ichon | Winter/Spring | 6/16/15, Tue | 6/30/15, Tue | | Sched. prep. | Eric Ichon reviews/refines online schedule for Winter/Spring and submits to Karen. | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-------------------------------|-----------------------|---------------------------|-----------------|---------|--------------------------------------|---|------------------------|
| Chairs | Winter/Spring | 6/18/15, Thu | 6/30/15, Tue | | Sched. prep. | Chairs submit department ads to Deans/Karen for Winter/Spring printed schedule | |
| Deans | Summer | 6/22/15, Mon | 6/30/15, Tue | ? | Rosters-Census, Exclusion, Grade, PA | Deans request report to verify that faculty turned in their exclusion rosters. | Art. 13.D.8.g. |
| Karen | Winter/Spring | 6/29/15, Mon | 6/30/15, Tue | | Sched. prep. | Sets up dummy sections on DEC for Winter/Spring, request District run program to set dates (e.g. census, LDTD...) | |
| District Office | Spring | - | 6/30/15, Tue | | Supervision Pay | Supervisor Pay is issued by District Office (last pay period of semester) | Art. 17.F.6. |
| Faculty | Summer | 6/17/15, Wed | 7/1/15, Wed | ? | Rosters-Census, Exclusion, Grade, PA | Faculty turn in census rosters for Summer. | Art. 13.D.8.g. |
| ??? | Wednesdays | - | 7/1/15, Wed | ? | Committees | FPIP meeting | |
| V.P., Deans, Admin. Staff | Yearly (as needed) | - | 7/1/15, Wed | | Overtime | Overtime lists (of available employees) may be established at the beginning of the fiscal year or when the first overtime opportunity arises. Lists must be posted and sent to AFT Staff Guild Chapter Chair. | Staff Guild Art. 12.B. |
| V.P., Deans, Admin. Staff | Quarterly (as needed) | - | 7/1/15, Wed | | Overtime | Notices of office/department overtime shall be posted and updated quarterly. | Staff Guild Art. 12.B. |
| Professional Growth Committee | Bi-annually | - | 7/1/15, Wed | ? | Prof. Dev. | Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty. | Art. 23.C.5. |
| Professional Growth Committee | Bi-annually | - | 7/1/15, Wed | ? | Prof. Dev. | Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty. | Art. 23.C.5. |
| FYI | Yearly | - | 7/3/15, Fri | | Holiday | Independence Day | Art. 11, App. M |
| Deans | Winter/Spring | 6/30/15, Tue | 7/6/15, Mon | | Sched. prep. | Deans submit wrap to Graphic Artist and department ads to Karen for Winter/Spring printed schedule | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|--------------------------------|---------------------------|-----------------|---------|------------------------------|---|--|
| College | Yearly | - | 7/6/15, Mon | ? | Prof. Dev. | Each college shall establish a Professional Conference Fund. | Art. 23.D. Art. 23.I. |
| College | Yearly | - | 7/6/15, Mon | ? | Prof. Dev. | Each college shall establish a Tuition Reimbursement Fund. | Art. 23.G. Art. 23.I. |
| President, AFT, Academic Senate | Yearly | - | 7/6/15, Mon | ? | Prof. Dev. | President, AFT and Academic Senate select members of the Professional Growth Committee. | Art. 23.A. |
| Professional Growth Committee | Yearly | - | 7/6/15, Mon | ? | Prof. Dev. | Professional Growth Committee selects a chair, prescribes the chair's duties, determines procedures, administers the Professional Conference and Tuition Reimbursement Funds... | Art. 23. |
| District Office | Yearly | - | 7/6/15, Mon | ? | Prof. Dev. | The District provides Professional funds to the colleges. | Art. 23.I. |
| Karen V.P. (via Karen) | Winter/Spring | 6/30/15, Tue | 7/8/15, Wed | | Sched. prep. | <ol style="list-style-type: none"> 1. makes changes per Eric (online) & Ara (headings) to "Camera Ready", formats 2. creates supplemental pages (e.g. ACT, Online, Short-term...) 3. makes pdf file available on the web,email faculty to review 4. gives hardcopy to Deans for review. | Art. 16.A.4. V.P. makes proposed class sched. available electronically to all faculty for review in sufficient time to correct errors before final print. |
| ??? | Wednesdays | - | 7/8/15, Wed | ? | Committees | FPIP meeting | |
| President or designee, V.P. or designee | 1-3 year cycle for each member | - | 7/8/15, 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 |
| District Office, President, V.P.s, Hansel... | Quarterly | - | 7/15/15, Wed | ? | Budget | Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end) | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|---------------------------------------|---------------------|---------------------------|-----------------|---------|--|--|----------------|
| ??? | Wednesdays | - | 7/15/15, Wed | ? | Committees | FPIP meeting | |
| Deans, Chairs, Faculty | Winter/Spring | 7/8/15, Wed | 7/16/15, Thu | | Sched. prep. | Faculty and Chairs and Deans review electronic copy of Winter/Spring class schedule and submit any egregious errors to Chairs | |
| EMC | 3rd Thursday | - | 7/16/15, Thu | | Committees | Student Success & Support Program (EMC subcommittee) | |
| Board, AFT | Fall | - | 7/17/15, Fri | ? | Ancillary Activity Asg's. | Upon AFT request, Board grants (at least 6 weeks before semester starts) max 8.5 FTE of D basis released time for processing grievances and implementation of Agreement. | Art. 8.I. |
| V.P., Division Chair, Retiring member | Fall (As needed) | - | 7/17/15, Fri | ? | Instr. Asg's.- Retirement, Resignation, Termination | A newly retired faculty member may submit a request for placement on a seniority list to the Chair and V.P. within 30 days of retiring and at least 45 days prior to the start of the term of his/her first assignment under this section. | Art. 22.C-D. |
| Chairs | Winter/Spring | 7/8/15, Wed | 7/20/15, Mon | | Sched. prep. | Chairs review Winter/Spring class schedule, redline any egregious errors (including those reported by faculty) and submit to Dean's. | |
| Karen | Winter/Spring | - | 7/20/15, Mon | | Sched. prep. | Removes URL used for schedule review from the web. | |
| Deans | Summer | 6/30/15, Tue | 7/21/15, Tue | ? | Rosters- Discipline for failure to return | Deans take action / disciplinary steps regarding failure to return rosters in timely fashion. | Art. 13.D.8.g. |
| Admissions | Winter/Spring | 7/10/15, Fri | 7/22/15, Wed | | Sched. prep. | Confirms Calendar Dates for Winter/Spring schedules, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC) | |
| Karen | Winter/Spring | 7/20/15, Mon | 7/22/15, Wed | | Sched. prep. | Karen reviews final changes submitted by Chairs, and submits to Deans | |
| ??? | Wednesdays | - | 7/22/15, Wed | ? | Committees | FPIP meeting | |

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

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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|--|---------------|---------------------------|-----------------|---------|---------------------------|---|-----------------------|
| Deans | Winter/Spring | 7/22/15, Wed | 7/23/15, Thu | | Sched. prep. | Deans review final Winter/Spring class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen. | |
| Karen | Winter/Spring | 7/23/15, Thu | 7/27/15, Mon | | Sched. prep. | 1. Karen enters any changes from review of Winter/Spring schedule 2. sends MS Word file to Michelle/Clarissa | |
| Business Office | Quarterly | - | 7/27/15, Mon | ? | Budget | Submit 3rd Quarter Report | |
| ??? | Wednesdays | - | 7/29/15, Wed | ? | Committees | FPIP meeting | |
| Work Environment Committee | Last Friday | - | 7/31/15, Fri | | Committees | Work Environment Committee meeting | |
| Administrator or Chair | As needed | | | | Ancillary Activity Asg's. | Administrator or Division Chair request approval from the President or designee to offer an ancillary activity assignment before any work begins. | Art. 43.B. Appendix J |
| President or designee, AFT Chapter President | As needed | | | | Ancillary Activity Asg's. | President or designee approves requested ancillary activity assignment, parties agree on the tasks and hours, and agreement is provided to the Academic Senate President. If assignment is denied, written rationale is provided. | Art. 43.B. Appendix J |
| President or designee, Requesting Administrator or Requesting Chair, AFT Chapter President | As needed | | | | Ancillary Activity Asg's. | President, requesting administrator or division chair, and the AFT Chapter President determine selection criteria prior to the offer of any ancillary activity assignments. | Art. 43.B. Appendix J |
| Curriculum Asst. | As needed | | | | Curriculum | Academic Map Check - Update and maintain course outlines for all course offerings. | |
| Academic Senate, Administrators | As needed | | | | Curriculum | Academic Senate in consultation with administration develops quality standards and approval process for D/DL courses. | Art. 40.B. |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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| Party(ies) | Cycle | Target Date to Begin Task | Completion Date | Sem. Wk | Task | Task Details | AFT Contract |
|-------------------------------|-----------------------|---------------------------|-----------------|---------|-------------|--|---------------|
| Deans, Admin. Staff or Helen | As needed | | | | Curriculum | Admin. Staff, Deans, Helen process faculty member(s) compensation for development or change of D/DL course. | Art. 40.C.6. |
| D/DL Committee or Coordinator | As needed | | | | Curriculum | D/DL Committee or Coordinator formulates method to determine an instructor's D/DL proficiency. | Art. 40. B. |
| D/DL Committee or Coordinator | As needed | | | | Curriculum | D/DL Committee or Coordinator reports to the Education Planning Committee or its equivalent, D/DL faculty, IT staff and administrators on its decision making and the D/DL program's efficacy. | Art. 40.B. |
| Curriculum Asst. | As needed | | | | Curriculum | Enter course information into ASSIST.org | |
| Chair, Faculty member | As needed | | | | Curriculum | Faculty member agrees to an assignment to develop or change a D/DL course. | Art. 40.C.6. |
| V.P., Faculty member | As needed | | | | Curriculum | Faculty member and V.P. agree in writing, prior to the assignment start date, to the method of compensation for an assignment to develop or change a D/DL course. V.P. sends copy to the Division Chair and the AFT Chapter Chair. | Art. 40.C.6. |
| Curriculum Asst. | As needed | | | | Curriculum | Guide Faculty thorough curriculum paperwork process, (submitting updates, new courses, converting a course to online format, and making changes to existing courses) | |
| Curriculum Asst. | As needed | | | | Curriculum | Maintain program files for all degrees and certificates | |
| Curriculum Asst. | As needed | | | | Curriculum | Research Curriculum issues for all divisions | |
| Curriculum Asst. | Each production cycle | | | | Directories | Update college catalog directory with the names, disciplines and degrees of all full-time and temporary adjunct faculty with seniority. | Art. 13.D.14. |

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

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| <--Enter dates to include in filter--> | 1/12/15, Mon | 1/24/15, Sat |
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|-------------------------------|--------------|----------------------------------|------------------------|----------------|--------------------------|--|---------------------|
| Supervisors | As needed | | | | Evaluations (Classified) | Probationary employees shall be evaluated during the 2nd and 4th months of their probationary period. | Staff Guild Art. 16 |
| Deans, Chairs, Administrators | As needed | | | | Facilities mgmt. | Assign/reassign offices to Chairs, Counselors, AFT Chapter President and Grievance Rep.; provide access to office space for adjunct faculty. | Art. 9 |