

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

<--Enter dates to include in filter-->	6/6/16, Mon	6/17/16, Fri
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Still needs to be reviewed against the new AFT contract

Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Kathy	Spring	2/8/16, Mon	6/6/16, Mon		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	
FYI	Spring	5/31/16, Tue	6/6/16, Mon		FYI	Final Exams for Spring.	Appendix M
Deans, Chairs	Yearly	-	6/6/16, Mon	?	Div. Goals/Mgmt	Divisions complete Program Review	
Division members	Every 3 years by division need	-	6/6/16, Mon	?	Elections / Selections / Appointments	Designated Vice Chairs are selected by division(s) if applicable.	Art. 17.F.1.
Deans, Admin. Staff???	Yearly	-	6/6/16, Mon	?	Hiring	Complete hiring process for new hires and provide faculty orientation for all new hires.	
Chairs	Summer	-	6/6/16, Mon	?	Instr. Asg's.	Chairs submit Faculty Office Hours to Deans	Art. 13.C.4., Art. 13.D.8., Art. 15.
Faculty	Summer	-	6/6/16, 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	-	6/6/16, 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	1st & 3rd Tuesd	-	6/7/16, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	6/7/16, Tue		Div. Council	Divisional Council meeting	
V.P., Chairs	Every 3 years by division need	-	6/7/16, Tue	?	Elections / Selections / Appointments	Appointed Vice Chairs are selected by the Chairs.	Art. 17.F.2.
FYI	Yearly	-	6/7/16, Tue	?	FYI	Graduation Day	
FYI	Monthly	-	6/7/16, Tue		FYI	Payroll Lockout - Semi-monthly	
Faculty	Yearly	-	6/7/16, Tue		Prof. Dev.	Non-Instruction - Staff development day	Art. 11, App. M
V.P., Deans, Admin. Staff	Summer	-	6/7/16, Tue		Semester prep.	Meet to discuss/prepare for 1st day/week of Summer classes	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Admin. Staff	Summer	6/1/16, Wed	6/8/16, Wed		Semester prep.	Phone calls to instructors to remind them when Summer term begins	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	6/8/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/8/16, Wed		FYI	Office of Instruction meeting	
Faculty	Yearly	-	6/8/16, Wed		Prof. Dev.	Non-Instruction - Staff development day	Art. 11, App. M
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	6/9/16, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Faculty	Yearly	-	6/9/16, Thu		Prof. Dev.	Faculty submit their reports on professional development activity by the day after the last professional development day of the	Art. 10.D.2.d.
Admin. Staff	Summer	-	6/9/16, Thu		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	
Karen	Winter/Spring	5/27/16, Fri	6/10/16, Fri		Sched. prep.	1. puts Galley redlines on Protocol, & ACT, Puente, Intern'l, Jumpstart... (if not done already), 2. misc. clean up.	
Admin. Staff	Summer	6/6/16, Mon	6/13/16, Mon		Facilities mgmt.	Review room bookings	
Faculty	Spring	6/7/16, Tue	6/13/16, 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.
Admin. Staff, Michelle	Summer	6/7/16, Tue	6/13/16, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Deans, Admin. Staff	Yearly	6/9/16, Thu	6/13/16, Mon		Prof. Dev.	Dean(s) monitor the return of faculty's flex reporting.	Art. 10.D.2.d.
Accreditation Steering Committee	2nd Monday	-	6/13/16, Mon		Committees	Accreditation Steering Committee meeting	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Work Environment Committee	2nd Monday	-	6/13/16, Mon		Committees	Work Environment Committee meeting	
FYI	Summer	-	6/13/16, Mon		FYI	Summer classes begin	Appendix M
Karen	Winter/Spring	6/10/16, Fri	6/14/16, Tue		Sched. prep.	Karen exports schedule " Camera Ready " report, begins formating and clean up	
Professional Growth Committee	?	-	6/14/16, Tue		Committees	Professional Growth Committee	per K. Manner
Academic Senate	2nd & 4th Tuesday	-	6/14/16, Tue		Committees	Academic Senate meeting	
Professional Learning Sub Committee	2nd Tuesday	-	6/14/16, Tue	?	Committees	Professional Learning Subcommittee	
Karen	Winter/Spring	6/14/16, Tue	6/15/16, Wed		Sched. prep.	Karen preps course level inf. for review, gives to Ara, Adriana and Curriculum Asst.	
Distance Education Committee	3rd Wednesday	-	6/15/16, Wed	?	Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/15/16, Wed		FYI	Office of Instruction meeting	
V.P., Deans	Summer	-	6/15/16, 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).	
Karen	Winter/Spring	6/15/16, Wed	6/16/16, Thu		Sched. prep.	Karen preps online schedule for review, gives to Eric	
SEAC subcommittee	3rd Thursday	-	6/16/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Dean, Chair, Scheduler, Admin. Staff	Yearly	5/27/16, Fri	6/17/16, Fri		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.
Admin. Staff	Summer	5/31/16, Tue	6/17/16, 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.

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Admin. Staff	Summer	5/31/16, Tue	6/17/16, Fri		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Summer	6/6/16, Mon	6/17/16, 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	6/7/16, Tue	6/17/16, Fri	?	Cancel classes	Enter Summer class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Summer	6/7/16, Tue	6/17/16, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Summer.	Art. 12.F.
College, AFT, Admin. Staff???	As needed	6/13/16, Mon	6/17/16, 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	Art. 32. II.
Academic Senate, Administrators designated by College President,	As needed	6/13/16, Mon	6/17/16, 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	6/13/16, Mon	6/17/16, 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	6/13/16, Mon	6/17/16, Fri	Su 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
V.P., Deans, Admin. Staff	Every other Friday	-	6/17/16, Fri		FYI	Academic Affairs - all staff meeting	
Admin. Staff	Every 3 years by division need	5/19/16, Thu	6/20/16, Mon		Elections / Selections / Appointments	Admin. Staff process any new Chair and/or Vice Chair assignments before July 1.	

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Deans, Admin. Staff, Helen	Spring	6/2/16, Thu	6/20/16, Mon		Supervision Pay	Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay	
Ara, Adrian, Curriculum Asst.	Winter/Spring	6/15/16, Wed	6/20/16, Mon		Sched. prep.	Reviews course attributes from Camera Ready report for Winter/Spring, redlines corrections and submits to Karen	
Karen, Admin. Staff	Monthly	6/15/16, Wed	6/21/16, 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...	
Eric Ichon	Winter/Spring	6/16/16, Thu	6/21/16, Tue		Sched. prep.	Eric Ichon reviews/refines online schedule for Winter/Spring and submits to Karen.	
???	Yearly	6/9/16, Thu	6/22/16, Wed	?	Prof. Dev.	Final reporting on professional development will be completed	Art. 10.D.2.d.
Deans, Chairs, Admin. Staff	Summer	6/13/16, Mon	6/24/16, Fri		Sched. prep.	Review TBA sessions for Summer which must be converted to specific time/day by 2nd week of term.	Audit requirement
Deans, Chairs, Admin. Staff	Summer	5/24/16, Tue	6/28/16, 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 banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	Art. 15.A.2.
Deans, Admin. Staff	Fall (As needed)	6/17/16, Fri	7/1/16, Fri		Instr. Asg's.	Review Fall teaching assignments compared to FTE values of reassigned/release time for Chairs, Vice Chairs, ISA's, etc.; then process corrections, revise offer letters, etc..	Art. 13, Art. 17 +
Karen	Yearly (as needed)	6/13/16, Mon	7/5/16, Tue		Sched. prep.	Check / clean up coding on Protocol for all 4 terms of the academic year.	

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Karen, Rebecca	Summer	6/13/16, Mon	7/5/16, Tue		Sched. prep.	Check reporting period flags for summer (census or end) - District Office deadline.	
Deans, Chairs	Summer	6/13/16, Mon	8/5/16, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Summer	6/13/16, Mon	8/26/16, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	