

# DRAFT

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

<--Enter dates to include in filter-->	<b>11/9/15, Mon</b>	<b>11/27/15, Fri</b>
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Still needs to be reviewed against the new AFT contract

Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Admin. Staff	Summer/Fall	<del>10/29/15, Thu</del>	<del>11/9/15, Mon</del>		Sched. prep.	Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the <b>galley</b> redlines.	
Karen	Summer/Fall	11/2/15, Mon	11/9/15, Mon		Sched. prep.	1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during galley prep 3. request District do global changes if needed	
Deans, Chairs, Academic Affairs team	Summer/Fall	11/2/15, Mon	11/9/15, Mon		Sched. prep.	Deans hold follow up meetings with Chairs, review/finalize the <b>Galley</b> redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen	
Accreditation Steering Committee	2nd Monday	-	11/9/15, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	11/9/15, Mon		Committees	Work Environment Committee meeting	
Faculty being reviewed	1-3 year cycle for each member	-	11/9/15, 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
Tenure Review Committee, Probationary member	Yearly	-	11/9/15, 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
Professional Learning Sub Committee	?	-	11/10/15, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	11/10/15, Tue		Committees	Academic Senate meeting	
Professional Learning Subcommittee	?	-	11/10/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner

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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, Kimberly	Wednesdays	-	11/11/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	11/11/15, Wed		FYI	Office of Instruction follow up meeting	
FYI	Yearly	-	11/11/15, Wed		Holiday	Veteran's Day	Art. 11, App. M
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	11/12/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Faculty teaching D/DL	Spring	11/2/15, Mon	11/16/15, Mon	?	Instr. Asg's.	Faculty who agree to an increased enrollment limit in their D/DL class, submit written approval prior to the term's priority enrollment start.	Art. 40.C.
Curriculum Committee?	?	-	11/16/15, Mon		Committees	Curriculum Committee Tech Review meeting	
Facilities Committee	3rd Monday	-	11/16/15, Mon		Committees	Facilities Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	11/16/15, 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	-	11/16/15, Mon	?	FYI	Priority registration for Spring begins	
Admin. Staff	Monthly (as needed)	-	11/16/15, Mon		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Curriculum Committee	?	-	11/17/15, Tue		Committees	Curriculum Committee meeting	
Academic Senate	1st & 3rd Tuesd	-	11/17/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	11/17/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	11/17/15, Tue	?	Committees	Transfer Committee meeting	

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Karen, Admin. Staff	Monthly	11/13/15, Fri	11/18/15, 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	11/18/15, Wed	11/18/15, Wed		FYI	Payroll Lockout - Monthly	
Distance Education Committee	?	-	11/18/15, Wed		Committees	Distance Education Committee meeting	
V.P. or designee	1-3 year cycle for each member	-	11/18/15, 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, Kimberly	Wednesdays	-	11/18/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	11/18/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Yearly	-	11/18/15, Wed		Notices	Send holiday closure announcement to faculty through academic affairs email for Thanksgiving days.	
Probationary faculty member	Yearly	11/9/15, Mon	11/19/15, Thu		Tenure Review	Probationary member has 10 days to comment on review before it is forwarded to V.P.	Art. 42.B. Appendix C
SEAC subcommittee	3rd Thursday	-	11/19/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Student Services Council	4th Thursday	-	11/19/15, Thu		Committees	Student Services Council	
V.P., Deans, Admin. Staff	Every other Friday	-	11/20/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Chairs, Admin. Staff	Winter	-	11/20/15, 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	?	-	11/20/15, Fri		Prof. Dev.	Leadership retreat	per K. Manner

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty	Spring	11/6/15, Fri	11/23/15, 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.
Karen	Summer/Fall	11/9/15, Mon	11/23/15, Mon		Sched. prep.	1. puts <b>Galley</b> redlines on Protocol, & ACT, Puente, Intern'l, Jumpstart... (if not done already), 2. misc. clean up.	
SLO Committee	4th Monday	-	11/23/15, Mon		Committees	SLO Committee meeting	
Academic Senate	2nd & 4th Tuesday	-	11/24/15, Tue		Committees	Academic Senate meeting	
V.P. or designee	1-3 year cycle for each member	-	11/24/15, Tue	?	Evaluations (Administrative)	Complete - Administrative evaluations (including Division Chair evaluations).	Art. 19.J-M.
Peer Review Committee	1-3 year cycle for each member	-	11/24/15, 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	9/24/15, Thu	11/25/15, Wed	?	Evaluations (Basic)	Continue - Basic evaluations.	Art. 19.E-F. Art. 19.J. Appendix C
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	11/25/15, Wed	?	Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	11/25/15, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	11/25/15, Wed		FYI	Office of Instruction meeting	

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Deans, Admin. Staff	Wednesdays	-	11/25/15, Wed		FYI	Office of Instruction follow up meeting	
Budget Committee	4th Thursday	-	11/26/15, Thu	?	Committees	Budget Committee meeting	
FYI	Yearly	-	11/26/15, Thu		Holiday	Thanksgiving	Art. 11, App. M
FYI	Yearly	-	11/27/15, Fri		Holiday	Thanksgiving Friday	Art. 11, App. M
V.P.	Yearly	11/19/15, Thu	11/30/15, 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
Admin. Staff	Spring	11/23/15, Mon	11/30/15, Mon		Instr. Asg's.	Phone calls to instructors regarding return of missing offer letters for Spring.	Art. 15.A.2.
Karen	Summer/Fall	11/23/15, Mon	11/30/15, Mon		Sched. prep.	Karen exports schedule " <b>Camera Ready</b> " report, begins formating and clean up	
V.P. or designee	2 year cycle for each member	8/24/15, Mon	12/4/15, Fri	?	Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C
Deans, Chairs	Fall	8/24/15, Mon	12/11/15, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Fall	9/1/15, Tue	12/11/15, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	