

# DRAFT

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

<--Enter dates to include in filter-->	<b>12/7/15, Mon</b>	<b>12/19/15, Sat</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
Professional Learning Sub Committee	?	-	12/7/15, Mon		Committees	Professional Learning Sub Committee	
Admin. Staff	Monthly (as needed)	-	12/7/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
FYI	Monthly	-	12/7/15, Mon		FYI	Payroll Lockout - Semi-monthly	
V.P.	Yearly	-	12/7/15, 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
Professional Growth Committee	?	-	12/8/15, Tue		Committees	Professional Growth Committee	per K. Manner
Academic Senate	2nd & 4th Tuesday	-	12/8/15, Tue		Committees	Academic Senate meeting	
Professional Learning Subcommittee	?	-	12/8/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
???	As needed	-	12/9/15, Wed	?	Accreditation	Board approval of report (scheduled)	
Distance Education Committee	?	-	12/9/15, Wed		Committees	Distance Education Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	12/9/15, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	12/9/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	12/9/15, Wed		FYI	Office of Instruction follow up meeting	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	12/10/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
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.	
V.P., Deans, Chairs, Admin. Staff	Fall	11/30/15, Mon	12/11/15, 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.
Accreditation Steering Committee	2nd Monday	-	12/14/15, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	12/14/15, Mon		Committees	Work Environment Committee meeting	
Admin. Staff	Winter	-	12/14/15, Mon		Facilities mgmt.	Print out Room Book	
Deans, Admin. Staff	Winter	-	12/14/15, Mon	?	Instr. Asg's.	Distribute Office Hour forms to all faculty in their mailboxes and electronically.	Art. 13.C.4., Art. 13.D.8., Art. 15.
Admin. Staff	Yearly	-	12/14/15, Mon		Notices	Send holiday announcement to faculty through academic affairs email for year end holidays and non-instruction days.	
V.P. Tenure Review Committee	Yearly	-	12/14/15, Mon		Tenure Review	Process is complete and recommendation is made as to status of next probationary contract.	Art. 42.C-E. Appendix C
Ara, Adrian, Curriculum Asst.	Summer/Fall	<del>12/1/15, Tue</del>	<del>12/15/15, Tue</del>		Sched. prep.	Reviews course attributes from Camera Ready report for Summer/Fall, redlines corrections and submits to Karen	
Eric Ichon	Summer/Fall	<del>12/2/15, Wed</del>	<del>12/15/15, Tue</del>		Sched. prep.	Eric Ichon reviews/refines online schedule for Summer/Fall and submits to Karen.	
Karen	Summer/Fall	12/14/15, Mon	12/15/15, Tue		Sched. prep.	Sets up dummy sections on DEC for Summer/Fall, request District run program to set dates (e.g. census, LDTD...)	

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President or designee	Yearly	12/14/15, Mon	12/15/15, Tue	?	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.
Technology Committee	3rd Tuesday	-	12/15/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	12/15/15, Tue		Committees	Transfer Committee meeting	
Admin. Staff	Monthly (as needed)	-	12/15/15, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Admin. Staff	Winter	12/9/15, Wed	12/16/15, Wed		Semester prep.	Phone calls to instructors to remind them when Winter term begins	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	12/16/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	12/16/15, Wed		FYI	Office of Instruction follow up meeting	
Karen, Admin. Staff	Monthly	12/11/15, Fri	12/17/15, 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	12/17/15, Thu	12/17/15, Thu		FYI	Payroll Lockout - Monthly	
SEAC subcommittee	3rd Thursday	-	12/17/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Student Services Council	4th Thursday	-	12/17/15, Thu		Committees	Student Services Council	
Deans, Chairs, Faculty	Fall	11/30/15, Mon	12/18/15, Fri		Faculty obligations	Encourage instructors to encourage students to apply for degrees and/or certificates.	
Deans, Chairs	Winter	12/14/15, Mon	12/18/15, Fri	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.

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Karen	Fall	12/14/15, Mon	12/18/15, 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	-	12/18/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Fall	12/14/15, Mon	12/20/15, Sun		FYI	Final Exams for Fall.	Appendix M
V.P., Deans, Admin. Staff	Winter	12/14/15, Mon	12/23/15, Wed		Semester prep.	Meet to discuss/prepare for 1st day/week of Winter classes	
Karen V.P. (via Karen)	Summer/Fall	<del>12/15/15, Tue</del>	<del>1/4/16, Mon</del>		Sched. prep.	1. makes changes per Eric (online) & Ara (headings) to <b>"Camera Ready", formats</b> 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	Winter	12/16/15, Wed	1/4/16, Mon		Facilities mgmt.	Review room bookings	
Faculty	Winter	12/18/15, Fri	1/4/16, Mon	?	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.
Chairs, Vice Chairs	Fall	12/16/15, Wed	1/6/16, 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.
Admin. Staff	Winter	12/14/15, Mon	1/8/16, 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.

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Admin. Staff	Winter	12/15/15, Tue	1/8/16, 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	Winter	12/16/15, Wed	1/8/16, 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	12/17/15, Thu	1/8/16, Fri		Cancel classes	Enter Winter class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Winter	12/17/15, Thu	1/8/16, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Winter.	Art. 12.F.
Deans, Chairs, Admin. Staff	Winter	12/8/15, Tue	1/15/16, 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 banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	