

DRAFT

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

<--Enter dates to include in filter-->	4/25/16, Mon	5/13/16, 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
Karen	Winter/Spring	4/15/16, Fri	4/25/16, 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.	
SLO Committee	4th Monday	-	4/25/16, Mon		Committees	SLO Committee meeting	
FYI	Yearly	-	4/25/16, Mon	?	Hiring	Closing date for recruitment of new hires.	
Deans, Admin. Staff???	Yearly	-	4/25/16, Mon	?	Hiring	Meet with Hiring Committees to set interview dates, compile interview questions and activities.	Art. 16.A.4. Art. 15.A.2
Faculty member	Fall (As needed)	-	4/25/16, 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	2nd & 4th Tuesday	-	4/26/16, Tue		Committees	Academic Senate meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	4/27/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	4/27/16, Wed	?	Committees	Resource Development Committee meeting	
V.P. or designee	1-3 year cycle for each member	-	4/27/16, 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	-	4/27/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/27/16, Wed		FYI	Office of Instruction follow up meeting	

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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	-	4/28/16, Thu	?	Committees	Budget Committee meeting	
Student Services	4th Thursday	-	4/28/16, Thu		Committees	Student Services Council	
President or designee, Deans, Admin. Staff, Exclusive Representative (AFT)	Every 3 years by division need	-	4/28/16, 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
Faculty Professional Development Academy (West Connect)	???	-	4/29/16, Fri		Committees	Faculty Professional Development Academy (West Connect)	
District Office of Personnel Operations	Yearly	-	4/29/16, Fri		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.
Admin. Staff	Monthly (as needed)	-	5/2/16, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
FYI	Fall	-	5/2/16, Mon	?	FYI	Priority registration for Fall begins	
Academic Senate	1st & 3rd Tuesd	-	5/3/16, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	5/3/16, Tue	?	Div. Council	Divisional Council meeting	
V.P. or designee	1-3 year cycle for each member	-	5/3/16, Tue	?	Evaluations (Administrative)	Complete - Administrative evaluations (including Division Chair evaluations).	Art. 19.J-M.
Peer Review Committee	1-3 year cycle for each member	-	5/3/16, 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	Art. 19.G.11. Art. 42. Appendix C

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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	1-3 year cycle for each member	3/3/16, Thu	5/4/16, Wed	?	Evaluations (Basic)	Continue - Basic evaluations.	Art. 19.E-F. Art. 19.J. Appendix C
Deans, Chairs, Admin. Staff	Winter/Spring	4/25/16, Mon	5/4/16, Wed		Sched. prep.	Deans meet with Chairs to discuss the Galleys , supporting documents and process for Winter/Spring.	
Admin. Staff	Winter/Spring	4/25/16, Mon	5/4/16, Wed		Sched. prep.	Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production.	
Planning Committee	1st Wednesday	-	5/4/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	5/4/16, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/4/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	5/4/16, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	5/5/16, Thu	?	Committees	College Council meeting	
FYI	Monthly	-	5/5/16, Thu		FYI	Payroll Lockout - Semi-monthly	
Faculty	Fall	4/22/16, Fri	5/6/16, 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	Yearly	-	5/6/16, Fri	?	Budget	Budget adjustments submitted (end)	
V.P., Deans, Admin. Staff	Every other Friday	-	5/6/16, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Chairs, Admin. Staff	Summer	-	5/6/16, Fri	Sp 12	Instr. Asg's.	All Summer assignments filled by this date (end of 12th week of prior semester).	Art. 15.A.2.
V.P., Chairs	Fall (As needed)	4/25/16, Mon	5/9/16, 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

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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	-	5/9/16, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	5/9/16, Mon		Committees	Work Environment Committee meeting	
Deans, Admin. Staff???	Yearly	-	5/9/16, Mon	?	Hiring	Begin schedule of interviews for new Fall hires.	
Professional Learning Sub Committee	?	-	5/10/16, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	5/10/16, Tue		Committees	Academic Senate meeting	
Faculty being reviewed	1-3 year cycle for each member	-	5/10/16, Tue	?	Evaluations (Comprehensive)	Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary.	Art. 19 Appendix C
Professional Learning Subcommittee	?	-	5/10/16, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Dean, Chair, Scheduler, Admin. Staff	Winter/Spring	4/22/16, Fri	5/11/16, Wed		Sched. prep.	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	4/25/16, Mon	5/11/16, 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	
Karen	Winter/Spring	4/25/16, Mon	5/11/16, Wed		Sched. prep.	Monitors return of galleys, contacts Chairs for missing pages and submits redlines to	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	5/11/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/11/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	5/11/16, Wed		FYI	Office of Instruction follow up meeting	

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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 (SEAC)	2nd Thursday	-	5/12/16, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
V.P. or designee	1-3 year cycle for each member	-	5/12/16, 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	2/1/16, Mon	5/13/16, Fri	?	Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C
Admin. Staff	Fall	5/6/16, Fri	5/13/16, Fri		Instr. Asg's.	Phone calls to instructors regarding return of missing offer letters for Fall.	Art. 15.A.2.
Faculty Professional Development Academy (West Connect)	???	-	5/13/16, Fri		Committees	Faculty Professional Development Academy (West Connect)	
V.P. or designee, Chair, Supervisor or designated faculty member	1-3 year cycle for each member	-	5/13/16, 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	-	5/13/16, 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	4/28/16, Thu	5/16/16, 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	Art. 17.B.5.a.

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Karen, Admin. Staff	Monthly	5/13/16, Fri	5/19/16, Thu		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: <ul style="list-style-type: none"> - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed... 	
Deans, Chairs	Winter/Spring	5/11/16, Wed	5/20/16, Fri		Sched. prep.	Deans meet with Chairs and others, review the Galley redlines for Winter/Spring, then submit to Karen	
Deans, Chairs	Spring	2/1/16, Mon	5/31/16, Tue		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Spring	2/8/16, Mon	5/31/16, Tue		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	