

# DRAFT

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

<--Enter dates to include in filter-->	<b>7/29/15, Wed</b>	<b>8/5/15, Wed</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
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	7/29/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	7/29/15, Wed		FYI	Office of Instruction follow up meeting	
Work Environment Committee	Last Friday	-	7/31/15, Fri	?	Committees	Work Environment Committee meeting	
V.P., Deans, Admin. Staff	Every other Friday	-	7/31/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Chairs	Fall	7/27/15, Mon	8/3/15, Mon	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.
Admin. Staff	Monthly (as needed)	-	8/3/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Academic Senate	1st & 3rd Tuesday	-	8/4/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	8/4/15, Tue		Div. Council	Divisional Council meeting	
Planning Committee	1st Wednesday	-	8/5/15, Wed	?	Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	8/5/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	8/5/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	8/5/15, Wed		FYI	Office of Instruction follow up meeting	
Deans, Chairs	Summer	6/15/15, Mon	8/7/15, 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	<del>7/27/15, Mon</del>	<del>8/10/15, Mon</del>		Sched. prep.	Graphic Artist completes layout of Winter/Spring schedule and submits Page Proofs to Karen for review	
Michelle, Clarissa	Winter/Spring	7/27/15, Mon	8/10/15, Mon		Sched. prep.	Graphic Artist submits draft cover and wrap for Winter/Spring to President, V.P. and Deans for review	

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Faculty	Summer	7/31/15, Fri	8/14/15, 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.
Kathy	Summer	7/6/15, Mon	8/21/15, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	
College President, Academic Senate	Yearly	8/3/15, Mon	8/25/15, 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.