

# DRAFT

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

<b>&lt;--Enter dates to include in filter--&gt;</b>	<b>8/5/15, Wed</b>	<b>8/16/15, Sun</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
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	
College Council	1st Thursday	-	8/6/15, Thu	?	Committees	College Council meeting	
FYI	Monthly	-	8/6/15, Thu		FYI	Payroll Lockout - Semi-monthly	
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	
Michelle	Winter/Spring	-	8/10/15, Mon		Sched. prep.	Michelle faxes bids to printers, collects bids and determines lowest	
Academic Senate	2nd & 4th Tuesday	-	<del>8/11/15, Tue</del>	?	Committees	Academic Senate meeting	
Accreditation Steering Committee	<del>2nd Monday</del>	-	8/11/15, Tue	x	Committees	Accreditation Steering Committee meeting	
Karen	Winter/Spring	<del>8/10/15, Mon</del>	<del>8/12/15, Wed</del>		Sched. prep.	Karen reviews Winter/Spring Page Proofs, then submits to Deans for their review.	
Michelle	Winter/Spring	8/10/15, Mon	8/12/15, Wed		Sched. prep.	Michelle submits PO request	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	8/12/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	8/12/15, 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	-	8/13/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
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.
Deans	Winter/Spring	8/12/15, Wed	8/14/15, Fri		Sched. prep.	Deans review Winter/Spring Page Proofs, redline any egregious errors and return to Karen	
V.P., Deans, Admin. Staff	Every other Friday	-	8/14/15, Fri		FYI	Academic Affairs - all staff meeting	
President, V.P., Deans	Winter/Spring	8/10/15, Mon	8/18/15, Tue		Sched. prep.	President, V.P. and Deans review/approve cover and wrap for Winter/Spring schedule	
Karen	Winter/Spring	8/14/15, Fri	8/19/15, Wed		Sched. prep.	Karen enters Page Proof redlines (if any) for Winter/Spring and returns redlined Page Proofs to Michelle	
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.
Research Dean	Summer/Fall	8/12/15, Wed	8/26/15, Wed		Sched. prep.	Research Dean prepares and submits the allocation models for Summer/Fall to V.P., Deans, Karen	