

DRAFT

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

<--Enter dates to include in filter-->	1/4/16, Mon	1/15/16, 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 V.P. (via Karen)	Summer/Fall	12/15/15, Tue	1/4/16, Mon		Sched. prep.	1. makes changes per Eric (online) & Ara (headings) to "Camera Ready", formats 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.
Admin. Staff, Michelle	Winter	12/21/15, Mon	1/4/16, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Admin. Staff	Winter	12/23/15, Wed	1/4/16, Mon		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	
Business Office	Yearly	-	1/4/16, Mon	?	Budget	Dedicated revenue projection submitted	
Admin. Staff	Spring	-	1/4/16, Mon		Facilities mgmt.	Print out Room Book	
Admin. Staff	Monthly (as needed)	-	1/4/16, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
FYI	Winter	-	1/4/16, Mon		FYI	Winter classes begin	Appendix M
V.P., Deans, Admin. Staff	Quarterly (as needed)	-	1/4/16, Mon		Overtime	Notices of office/department overtime shall be posted and updated quarterly.	Staff Guild Art. 12.B.

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Professional Growth Committee	Bi-annually	-	1/4/16, Mon	?	Prof. Dev.	Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty.	Art. 23.C.5.
V.P., Deans	Winter	-	1/4/16, Mon	?	Rosters-Census, Exclusion, Grade, PA	Send request to Michael Golterman to send a reminder to faculty that Exclusion Rosters are due (about a week in advance).	
Michelle, Clarissa	Summer/Fall	-	1/4/16, Mon		Sched. prep.	Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others.	
Depts/Divisions	Yearly	-	1/5/16, Tue	?	Budget	Budget Prep Worksheets reflecting agreed priorities submitted to V.P.s	
Academic Senate	1st & 3rd Tuesday	-	1/5/16, Tue	?	Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	1/5/16, Tue	?	Div. Council	Divisional Council meeting	
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.
Planning Committee	1st Wednesday	-	1/6/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	1/6/16, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/6/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/6/16, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	1/7/16, Thu	?	Committees	College Council meeting	
FYI	Monthly	-	1/7/16, Thu		FYI	Payroll Lockout - Semi-monthly	
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.
Chairs	Summer/Fall	1/4/16, Mon	1/8/16, Fri		Sched. prep.	Chairs submit department ads to Deans/Karen for Summer/Fall printed schedule	
Faculty	Winter	1/4/16, Mon	1/8/16, Fri	Wi 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
Deans, Chairs	Spring	1/4/16, Mon	1/11/16, Mon	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.
Deans, Chairs, Faculty	Summer/Fall	1/4/16, Mon	1/11/16, Mon		Sched. prep.	Faculty and Chairs and Deans review electronic copy of Summer/Fall class schedule and submit any egregious errors to Chairs	
Deans	Summer/Fall	1/8/16, Fri	1/11/16, Mon		Sched. prep.	Deans submit wrap to Graphic Artist and department ads to Karen for Summer/Fall printed schedule	
Accreditation Steering Committee	2nd Monday	-	1/11/16, Mon		Committees	Accreditation Steering Committee meeting	
Admin. Staff	Yearly	-	1/11/16, Mon		Notices	Send holiday closure announcement to faculty through academic affairs email for Martin Luther King day.	

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Faculty	Winter	-	1/11/16, Mon	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in exclusion rosters on or before due date (due date shall not be less than 8 calendar days after forms are distributed).	Art. 13.D.8.g.
Academic Senate	2nd & 4th Tuesday	-	1/12/16, Tue		Committees	Academic Senate meeting	
Chairs	Summer/Fall	1/4/16, Mon	1/13/16, Wed		Sched. prep.	Chairs review Summer/Fall class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen.	
V.P.s	Yearly	-	1/13/16, Wed	?	Budget	V.P.s forward Budget Prep Worksheets to Business Office reflecting only agreed priorities	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/13/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/13/16, Wed		FYI	Office of Instruction follow up meeting	
Karen	Summer/Fall	1/13/16, Wed	1/14/16, Thu		Sched. prep.	Removes URL used for schedule review from the web.	
Business Office	Yearly	-	1/14/16, Thu	?	Budget	Budget prep data input begins	
College President or designee, AFT Chapter President	Yearly	-	1/14/16, Thu	?	Elections / Selections / Appointments	President and AFT determine manner in which the elections for Adjunct Representatives takes place. Timing is not defined by contract (s/b before spring census).	Art. 17.B.3.
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...	

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Deans, Chairs, Admin. Staff	Winter	1/4/16, Mon	1/15/16, Fri		Sched. prep.	Review TBA sessions for Winter which must be converted to specific time/day by 2nd week of term.	Audit requirement
Faculty	Winter	1/11/16, Mon	1/15/16, Fri	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in census rosters for Winter.	Art. 13.D.8.g.
Karen	Summer/Fall	1/13/16, Wed	1/15/16, Fri		Sched. prep.	Karen reviews final changes submitted by Chairs, and submits to Deans	
V.P., Deans, Admin. Staff	Every other Friday	-	1/15/16, Fri		FYI	Academic Affairs - all staff meeting	
Deans	Winter	1/11/16, Mon	1/19/16, Tue	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
Deans, Admin. Staff, Helen	Fall	1/6/16, Wed	1/20/16, Wed		Supervision Pay	Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly.	
Deans	Summer/Fall	1/15/16, Fri	1/20/16, Wed		Sched. prep.	Deans review final Summer/Fall class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen.	
Admissions	Summer/Fall	1/11/16, Mon	1/21/16, Thu		Sched. prep.	Confirms Calendar Dates for Summer/Fall schedule, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC)	
Deans, Chairs	Winter	1/4/16, Mon	1/29/16, 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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Kathy	Winter	1/4/16, Mon	1/29/16, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	