

DRAFT

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

<--Enter dates to include in filter-->	7/6/15, Mon	7/18/15, Sat
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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Karen	Yearly (as needed)	6/15/15, Mon	7/6/15, Mon		Sched. prep.	Check / clean up coding on Protocol for all 4 terms of the academic year.	
District Office	Yearly	6/22/15, Mon	7/6/15, Mon	?	Sched. prep.	Attendance Accounting will request a preliminary DSCH run (to determine FTES est. and check reporting period flags).	
Deans	Winter/Spring	6/30/15, Tue	7/6/15, Mon		Sched. prep.	Deans submit wrap to Graphic Artist and department ads to Karen for Winter/Spring printed schedule	
Admin. Staff	Monthly (as needed)	-	7/6/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Academic Senate	1st & 3rd Tuesd	-	7/7/15, Tue	?	Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	7/7/15, Tue	?	Div. Council	Divisional Council meeting	
FYI	Monthly	-	7/7/15, Tue		FYI	Payroll Lockout - Semi-monthly	
Karen V.P. (via Karen)	Winter/Spring	6/30/15, Tue	7/8/15, Wed		Sched. prep.	<ol style="list-style-type: none"> 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
President or designee, V.P. or designee	As needed	-	7/8/15, Wed	?	Evaluations (Administrative)	If an Administrative Evaluation follows a basic or comprehensive evaluation, it should commence within 30 working days of completion of that evaluation.	Art. 19.H-I Appendix C

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President or designee, V.P. or designee	1-3 year cycle for each member	-	7/8/15, Wed	?	Evaluations (Administrative)	If Administrative Evaluation is initiated under Art. 19.H.1,2 or 3, it should commence by this date (within 30 working days of completion of basic or comprehensive evaluation).	Art. 19.H-I Appendix C
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	7/8/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	7/8/15, Wed		FYI	Office of Instruction follow up meeting	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	7/9/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Accreditation Steering Committee	2nd Monday	-	7/13/15, Mon	?	Committees	Accreditation Steering Committee meeting	
Academic Senate	2nd & 4th Tuesday	-	7/14/15, Tue	?	Committees	Academic Senate meeting	
Distance Education Committee	3rd Wednesday	-	7/15/15, Wed	?	Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	7/15/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	7/15/15, Wed		FYI	Office of Instruction follow up meeting	
Deans, Admin. Staff	Spring	7/2/15, Thu	7/16/15, Thu		Instr. Asg's.	Review Spring teaching assignments compared to FTE values of reassigned/release time for Chairs, Vice Chairs, ISA's, etc.; then redline changes on the final review pages (sched. Prep.).	Art. 13, Art. 17 +
Deans, Chairs, Faculty	Winter/Spring	7/8/15, Wed	7/16/15, Thu		Sched. prep.	Faculty and Chairs and Deans review electronic copy of Winter/Spring class schedule and submit any egregious errors to Chairs	
SEAC subcommittee	3rd Thursday	-	7/16/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	

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V.P., Division Chair, Retiring member	Fall (As needed)	-	7/16/15, Thu		Instr. Asg's.- Retirement, Resignation, Termination	A newly retired faculty member may submit a request for placement on a seniority list to the Chair and V.P. within 30 days of retiring and at least 45 days prior to the start of the term of his/her first assignment under this	Art. 22.C-D.
Deans	Summer	6/30/15, Tue	7/17/15, Fri	?	Rosters- Discipline for failure to return	Deans take action / disciplinary steps regarding failure to return rosters in timely fashion.	Art. 13.D.8.g.
Board, AFT	Fall	-	7/17/15, Fri	?	Ancillary Activity Asg's.	Upon AFT request, Board grants (at least 6 weeks before semester starts) max 8.5 FTE of D basis released time for processing grievances and implementation of	Art. 8.I.
District Office, President, V.P.s, Hansel...	Quarterly	-	7/17/15, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	7/17/15, Fri	?	Budget	Submit 4th Quarter Report	
V.P., Deans, Admin. Staff	Every other Friday	-	7/17/15, Fri		FYI	Academic Affairs - all staff meeting	
Chairs	Winter/Spring	7/8/15, Wed	7/20/15, Mon		Sched. prep.	Chairs review Winter/Spring class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen.	
Admissions	Winter/Spring	7/10/15, Fri	7/22/15, Wed		Sched. prep.	Confirms Calendar Dates for Winter/Spring schedules, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC)	
Karen	Monthly	7/17/15, Fri	7/23/15, 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... 	

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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
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.	