

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
FYI	Yearly	-	1/1/15, Thu		Holiday	New Year's Day	Art. 11, App. M
Faculty	Fall	12/22/14, Mon	1/2/15, 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.
Business Office	Yearly	-	1/2/15, Fri	?	Budget	Dedicated revenue projection submitted	
Admin. Staff	Spring	-	1/2/15, Fri		Facilities mgmt.	Print out Room Book	
V.P., Deans, Admin. Staff	Every other Friday	-	1/2/15, Fri		FYI	Academic Affairs - all staff meeting	
Faculty	Winter	-	1/2/15, Fri	?	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.
V.P., Deans, Admin. Staff	Quarterly (as needed)	-	1/2/15, Fri		Overtime	Notices of office/department overtime shall be posted and updated quarterly.	Staff Guild Art. 12.B.
Professional Growth Committee	Bi-annually	-	1/2/15, Fri	?	Prof. Dev.	Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty.	Art. 23.C.5.
Michelle, Clarissa	Summer/Fall	-	1/2/15, Fri		Sched. prep.	Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others.	
V.P., Deans, Admin. Staff	Winter	-	1/2/15, Fri		Semester prep.	Meet to discuss/prepare for 1st day/week of Winter classes	
Admin. Staff	Winter	-	1/2/15, Fri		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	
Admin. Staff	Winter	12/16/14, Tue	1/5/15, Mon		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
Admin. Staff	Winter	12/17/14, Wed	1/5/15, Mon		Facilities mgmt.	Review room bookings	
Admin. Staff	Monthly (as needed)	-	1/5/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
FYI	Winter	-	1/5/15, Mon		FYI	Winter classes begin	Appendix M
Deans, Admin. Staff	Spring	-	1/5/15, Mon	?	Instr. Asg's.	Distribute Workblock/FTEF forms to all faculty in their mailboxes and electronically.	Art. 13.A.1., Art. 13.C.4., Art. 13.D.8., Art. 15.
V.P., Deans	Winter	-	1/5/15, 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).	
Depts/Divisions	Yearly	-	1/6/15, Tue	?	Budget	Budget Prep Worksheets reflecting agreed priorities submitted to V.P.s	
Academic Senate	1st & 3rd Tuesday	-	1/6/15, Tue	?	Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	1/6/15, Tue		Div. Council	Divisional Council meeting	
Chairs, Vice Chairs	Fall	12/17/14, Wed	1/7/15, 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	-	1/7/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	1/7/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/7/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/7/15, Wed		FYI	Office of Instruction follow up meeting	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	1/8/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
FYI	Monthly	-	1/8/15, Thu		FYI	Payroll Lockout - Semi-monthly	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Ara, Adrian, Curriculum Asst.	Summer/Fall	12/10/14, Wed	1/9/15, Fri		Sched. prep.	Reviews course attributes from Camera Ready report for Summer/Fall, redlines corrections and submits to Karen	
Eric Ichon	Summer/Fall	12/11/14, Thu	1/9/15, Fri		Sched. prep.	Eric Ichon reviews/refines online schedule for Summer/Fall and submits to Karen.	
Admin. Staff	Winter	12/15/14, Mon	1/9/15, 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.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Winter	12/17/14, Wed	1/9/15, 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	12/18/14, Thu	1/9/15, Fri		Cancel classes	Enter Winter class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Winter	12/18/14, Thu	1/9/15, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Winter.	Art. 12.F.
Faculty	Winter	1/5/15, Mon	1/9/15, Fri	Wi 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
Deans, Chairs	Spring	1/5/15, Mon	1/12/15, Mon	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.
Faculty teaching D/DL	Spring	1/5/15, Mon	1/12/15, Mon	?	Instr. Asg's.	Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed.	Art. 40.C.
Accreditation Steering Committee	2nd Monday	-	1/12/15, Mon		Committees	Accreditation Steering Committee meeting	
Admin. Staff	Yearly	-	1/12/15, Mon		Notices	Send holiday closure announcement to faculty through academic affairs email for Martin Luther King day.	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty	Winter	-	1/12/15, 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.
Karen	Summer/Fall	12/4/14, Thu	1/13/15, Tue		Sched. prep.	Karen exports schedule " Camera Ready " report, begins formating and clean up	
Academic Senate	2nd & 4th Tuesday	-	1/13/15, Tue	?	Committees	Academic Senate meeting	
Chairs	Summer/Fall	1/2/15, Fri	1/14/15, Wed		Sched. prep.	Chairs submit department ads to Deans/Karen for Summer/Fall printed schedule	
Karen	Summer/Fall	1/13/15, Tue	1/14/15, Wed		Sched. prep.	Sets up dummy sections on DEC for Summer/Fall, request District run program to set dates (e.g. census, LDTD...)	
V.P.s	Yearly	-	1/14/15, Wed	?	Budget	V.P.s forward Budget Prep Worksheets to Business Office reflecting only agreed priorities	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/14/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/14/15, Wed		FYI	Office of Instruction follow up meeting	
Business Office	Yearly	-	1/15/15, Thu	?	Budget	Budget prep data input begins	
EMC	3rd Thursday	-	1/15/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
College President or designee, AFT Chapter President	Yearly	-	1/15/15, 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.

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Chairs, Admin. Staff	Winter	12/9/14, Tue	1/16/15, 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...	
Deans, Chairs, Admin. Staff	Winter	1/2/15, Fri	1/16/15, Fri		Sched. prep.	Review TBA sessions for Winter which must be converted to specific time/day by 2nd week of term.	Audit requirement
Karen V.P. (via Karen)	Summer/Fall	1/9/15, Fri	1/16/15, Fri		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.
Deans	Summer/Fall	1/14/15, Wed	1/16/15, Fri		Sched. prep.	Deans submit wrap to Graphic Artist and department ads to Karen for Summer/Fall printed schedule	
V.P., Deans, Admin. Staff	Every other Friday	-	1/16/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Yearly	-	1/19/15, Mon		Holiday	Martin Luther King Day	Art. 11, App. M
Deans	Winter	1/12/15, Mon	1/20/15, Tue	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Admin. Staff	Spring	-	1/20/15, Tue	?	Ancillary Activity Asg's.	Enter assignments on SAP for D basis released time for processing grievances and implementation of Agreement, max 8.5 FTE (per AFT and Board).	Art. 8.I.
Academic Senate	1st & 3rd Tuesd	-	1/20/15, Tue	?	Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	1/20/15, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	1/20/15, Tue	?	Committees	Transfer Committee meeting	
Deans, Admin. Staff	Yearly	-	1/20/15, Tue	?	Elections / Selections / Appointments	Send notification of Adjunct Representatives elections (request nominations). Timing is not defined by contract (s/b before spring census).	Art. 17.B.3.
Faculty	Winter	1/7/15, Wed	1/21/15, Wed	?	Rosters- Census, Exclusion, Grade, PA	Faculty turn in census rosters for Winter.	Art. 13.D.8.g.
Deans, Admin. Staff, Helen	Fall	1/7/15, Wed	1/21/15, Wed		Supervision Pay	Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly.	
Distance Education Committee	3rd Wednesday	-	1/21/15, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/21/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/21/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	1/21/15, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Karen, Admin. Staff	Monthly	1/20/15, Tue	1/22/15, Thu		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
FYI	Monthly	1/22/15, Thu	1/22/15, Thu		FYI	Payroll Lockout - Monthly	
Budget Committee	4th Thursday	-	1/22/15, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	1/22/15, Thu	?	Committees	Student Services Council	
Deans, Admin. Staff, Helen	Winter	1/12/15, Mon	1/23/15, Fri	?	Instr. Asg's.	The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. - Not currently being offered.	Art. 40.C.
District Office, President, V.P.s, Hansel...	Quarterly	-	1/23/15, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	1/23/15, Fri	?	Budget	Submit 2nd Quarter Report	
Deans, Chairs, Faculty	Summer/Fall	1/16/15, Fri	1/26/15, Mon		Sched. prep.	Faculty and Chairs and Deans review electronic copy of Summer/Fall class schedule and submit any egregious errors to Chairs	
Facilities Committee	3rd Monday	-	1/26/15, Mon		Committees	Facilities Committee meeting	
SLO Committee	4th Monday	-	1/26/15, Mon		Committees	SLO Committee meeting	
Linda, others???	Spring	-	1/26/15, Mon	?	Directories	Update college website and printed directories with the names, departments, voicemail extensions, and e-mail address of all full-time and adjunct faculty.	Art. 13.D.14.

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Chairs	Summer/Fall	1/16/15, Fri	1/27/15, Tue		Sched. prep.	Chairs review Summer/Fall class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen.	
Academic Senate	2nd & 4th Tuesday	-	1/27/15, Tue	?	Committees	Academic Senate meeting	
Karen	Summer/Fall	1/26/15, Mon	1/28/15, Wed		Sched. prep.	Removes URL used for schedule review from the web.	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	2nd Wednesday	-	1/28/15, Wed	?	Committees	Resource Development Committee meeting	
President or designee, V.P. or designee	As needed	-	1/28/15, 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
President or designee, V.P. or designee	1-3 year cycle for each member	-	1/28/15, 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	-	1/28/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/28/15, Wed		FYI	Office of Instruction follow up meeting	
Admissions	Summer/Fall	1/22/15, Thu	1/29/15, Thu		Sched. prep.	Confirms Calendar Dates for Summer/Fall schedule, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC)	
Karen	Winter	1/26/15, Mon	1/29/15, Thu		Sched. prep.	Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF).	

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Karen	Summer/Fall	1/27/15, Tue	1/29/15, Thu		Sched. prep.	Karen reviews final changes submitted by Chairs, and submits to Deans	
Deans, Chairs	Winter	1/2/15, Fri	1/30/15, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Winter	1/2/15, Fri	1/30/15, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	
Deans	Summer/Fall	1/29/15, Thu	1/30/15, Fri		Sched. prep.	Deans review final Summer/Fall class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen.	
Work Environment Committee	Last Friday	-	1/30/15, Fri	?	Committees	Work Environment Committee meeting	
V.P., Deans, Admin. Staff	Every other Friday	-	1/30/15, Fri		FYI	Academic Affairs - all staff meeting	
District Office	Fall	-	1/30/15, Fri		Supervision Pay	Supervisor Pay is issued by District Office (last pay period of semester)	Art. 17.F.6.
Admin. Staff	Spring	1/26/15, Mon	2/2/15, Mon		Instr. Asg's.	Distribute seniority lists to Division Chairs for update (from Fall, for Spring updates).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D.
V.P.s	Yearly	-	2/2/15, Mon	?	Budget	V.P.s reconcile budget with Preliminary Allocation	
Admin. Staff	Monthly (as needed)	-	2/2/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Faculty	Spring	-	2/2/15, Mon	?	Instr. Asg's.	Faculty post their Spring office hours schedule and give copy to the V.P. of Academic Affairs.	Art. 13.C.4., Art. 13.D.8., Art. 15.

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
President or designee, V.P. or designee, Prob. Faculty Member, Tenure Review Committee	1-3 year cycle for each member	-	2/2/15, Mon		Tenure Review (Administrative)	If Administrative Evaluation is needed, it should commence no later than the 3rd week of following semester (pending outcome, to be presented to Board of Trustees before March 15.	Art. 42.F. Appendix C
Karen	Summer/Fall	1/30/15, Fri	2/3/15, Tue		Sched. prep.	1. Karen enters any changes from review of Summer/Fall schedule 2. sends MS Word file to Michelle/Clarissa	
Academic Senate	1st & 3rd Tuesd	-	2/3/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	2/3/15, Tue		Div. Council	Divisional Council meeting	
V.P., Deans, Admin. Staff	Spring	-	2/3/15, Tue		Semester prep.	Meet to discuss/prepare for 1st day/week of Spring classes	
Admin. Staff	Spring	1/28/15, Wed	2/4/15, Wed		Semester prep.	Phone calls to instructors to remind them when Spring term begins	
Budget Committee	Yearly	-	2/4/15, Wed	?	Budget	Budget Committee recommends budget to College Council	
Planning Committee	1st Wednesday	-	2/4/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	2/4/15, Wed	?	Committees	Student Success / ATD Committee meeting	
FYI	Monthly	-	2/4/15, Wed		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/4/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/4/15, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	2/5/15, Thu		Committees	College Council meeting	
Admin. Staff	Spring	-	2/5/15, Thu		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	

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Faculty	?	-	2/6/15, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect - Second Annual Spring Summit	per K. Manner
Admin. Staff	Spring	1/26/15, Mon	2/9/15, Mon		Facilities mgmt.	Review room bookings	
Admin. Staff	Spring	1/27/15, Tue	2/9/15, Mon		Semester prep.	Give instructor list to Mailroom to create mail boxes.	
Admin. Staff, Michelle	Spring	2/2/15, Mon	2/9/15, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Admin. Staff	Spring	2/2/15, Mon	2/9/15, Mon		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
Accreditation Steering Committee	2nd Monday	-	2/9/15, Mon		Committees	Accreditation Steering Committee meeting	
Faculty	Yearly	-	2/9/15, Mon	?	Elections / Selections / Appointments	Nominations for Adjunct Representatives are due (to Academic Affairs).	Art. 17.B.3.
Deans, Admin. Staff	1-3 year cycle for each member	-	2/9/15, Mon	?	Evaluations	Request Spring evaluation schedule from chairs.	Art. 19. Appendix C
AFT, District	Yearly	-	2/9/15, Mon	?	Evaluations	Training shall be scheduled for all evaluators (as developed by AFT and District).	Art. 19.A.3. (new)
FYI	Spring	-	2/9/15, Mon		FYI	Spring classes begin	
Admin. Staff	Yearly	-	2/9/15, Mon		Notices	Send holiday closure announcement to faculty through academic affairs email for President's Days holidays.	
Deans	Winter	1/20/15, Tue	2/10/15, Tue	?	Rosters- Discipline for failure to return	Deans take action / disciplinary steps regarding failure to return rosters in timely fashion.	Art. 13.D.8.g.

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Academic Senate	2nd & 4th Tuesday	-	2/10/15, Tue		Committees	Academic Senate meeting	
Deans, Admin. Staff	Yearly	-	2/10/15, Tue	?	Elections / Selections / Appointments	Ballots for Adjunct Representatives Elections are distributed.	Art. 17.B.3.
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/11/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/11/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Spring	1/20/15, Tue	2/12/15, Thu		Semester prep.	Inform IT of new hires and retirees so they can update phone and email registries.	
Faculty	Spring	2/9/15, Mon	2/12/15, Thu	Sp 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
College Council	Yearly	-	2/12/15, Thu	?	Budget	College Council recommends budget to President	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	2/12/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Faculty member, District HR	Yearly	-	2/12/15, Thu		Hiring	Faculty member who petitions for recognition of competence in a "Faculty Service Area" must provide all records necessary to the District by February 15 of that academic year. HR does initial screening for status eligibility and notify member of results.	Art. 21.
V.P., Deans, Admin. Staff	Every other Friday	-	2/13/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Yearly	-	2/13/15, Fri		Holiday	Presidents' holidays	Art. 11, App. M
Faculty	Yearly	-	2/14/15, Sat		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Faculty	Yearly	-	2/15/15, Sun		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
FYI	Yearly	-	2/16/15, Mon		Holiday	Presidents' holidays	Art. 11, App. M

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Chairs	Yearly	2/6/15, Fri	2/17/15, Tue	?	Budget	Helen provides the Budget Prep. Memo, Accounts and Employees Worksheets to the Deans for distribution.	
Faculty	Winter	2/9/15, Mon	2/17/15, Tue		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.
President	Yearly	-	2/17/15, Tue	?	Budget	President approves budget	
Academic Senate	1st & 3rd Tuesd	-	2/17/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	2/17/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	2/17/15, Tue	?	Committees	Transfer Committee meeting	
V.P. or designee, Deans, Admin. Staff	1-3 year cycle for each member	-	2/17/15, Tue	?	Evaluations	V.P. or designee sends notices to faculty members and their Chair/Supervisor of upcoming performance evaluations (at start of each semester).	Art. 19.E. Art. 19.P.
Distance Education Committee	3rd Wednesday	-	2/18/15, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/18/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/18/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	2/18/15, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
V.P., Deans	Spring	-	2/18/15, Wed	?	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	1/29/15, Thu	2/19/15, Thu		Sched. prep.	Graphic Artist submits draft cover and wrap for Summer/Fall to President, V.P. and Deans for review	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Michelle, Clarissa	Summer/Fall	2/3/15, Tue	2/19/15, Thu		Sched. prep.	Graphic Artist completes layout of Summer/Fall schedule and submits Page Proofs to Karen for review	
Karen, Admin. Staff	Monthly	2/17/15, Tue	2/19/15, Thu		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
FYI	Monthly	2/19/15, Thu	2/19/15, Thu		FYI	Payroll Lockout - Monthly	
EMC	3rd Thursday	-	2/19/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Michelle	Summer/Fall	-	2/19/15, Thu		Sched. prep.	Michelle faxes bids to printers, collects bids and determines lowest	
Admin. Staff	Spring	1/26/15, Mon	2/20/15, Fri		Cancel classes	Distribute Spring enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Spring	2/2/15, Mon	2/20/15, Fri		Cancel classes	Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations.	Art. 12.F.
Deans, Chairs, Admin. Staff	Spring	2/2/15, Mon	2/20/15, Fri		Sched. prep.	Review TBA sessions for Spring which must be converted to specific time/day by 2nd week of term.	Audit requirement
Admin. Staff	Spring	2/3/15, Tue	2/20/15, Fri		Cancel classes	Enter Spring class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Spring	2/3/15, Tue	2/20/15, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Spring.	Art. 12.F.
Chairs	Spring	2/2/15, Mon	2/23/15, Mon		Instr. Asg's.	Division Chairs update and submit seniority lists in electronic format to V.P. Deans (by the semester census date).	Art. 16. Art. 16.A.3. Art. 22.C-D.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	Yearly	2/17/15, Tue	2/23/15, Mon	?	Budget	Deans/VP review and approve the Budget Prep. Worksheets and forward to Helen for submission.	
Karen	Summer/Fall	2/19/15, Thu	2/23/15, Mon		Sched. prep.	Karen reviews Summer/Fall Page Proofs then submits to Deans for review	
Michelle	Summer/Fall	2/19/15, Thu	2/23/15, Mon		Sched. prep.	Michelle submits PO request	
Planning Committee	Yearly	-	2/23/15, Mon	?	Budget	Planning Council receives budget presentation	
Curriculum Committee	?	-	2/23/15, Mon		Committees	Curriculum Committee meeting	
Facilities Committee	3rd Monday	-	2/23/15, Mon		Committees	Facilities Committee meeting	
SLO Committee	4th Monday	-	2/23/15, Mon		Committees	SLO Committee meeting	
V.P. or designee	1-3 year cycle for each member	-	2/23/15, Mon	?	Evaluations (Administrative)	Begin - Administrative evaluations (including Division Chair evaluations), the V.P. or designee shall solicit information and complete the evaluation.	Art. 19.J-M.
President or designee	1-3 year cycle for each member	-	2/23/15, Mon		Evaluations (Comprehensive)	For Comprehensive evaluations or tenure review, the President or designee shall appoint a peer review committee.	Art. 19.G.1. Art. 42. Appendix C
Professional Growth Committee	?	-	2/24/15, Tue		Committees	Professional Growth Committee	
Academic Senate	2nd & 4th Tuesday	-	2/24/15, Tue		Committees	Academic Senate meeting	
Research Dean	Winter/Spring	2/9/15, Mon	2/25/15, Wed		Sched. prep.	Research Dean prepares and submits the allocation models for Winter/Spring to V.P., Deans, Karen	
Deans	Summer/Fall	2/23/15, Mon	2/25/15, Wed		Sched. prep.	Deans review Summer/Fall Page Proofs, redline any egregious errors and return to Karen	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	2/25/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/25/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/25/15, Wed		FYI	Office of Instruction follow up meeting	
Adjunct faculty with seniority in the dept.	Yearly	2/23/15, Mon	2/26/15, Thu	?	Elections / Selections / Appointments	Ballots are due for the Adjunct Representative elections (during the week after census of each spring term).	Art. 17.B.3.
Academic Senate	Yearly	-	2/26/15, Thu	?	Budget	Academic Senate receives budget presentation	
Budget Committee	4th Thursday	-	2/26/15, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	2/26/15, Thu	?	Committees	Student Services Council	
Deans, Chairs, Admin. Staff	Spring	1/26/15, Mon	2/27/15, Fri		Instr. Asg's.	Review instr. asgs for Spring. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workblock/FTEF, banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
V.P., Deans, Karen, Rebecca, Admin. Staff	Winter/Spring	2/9/15, Mon	2/27/15, Fri		Sched. prep.	Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations...	
President, V.P., Deans	Summer/Fall	2/19/15, Thu	2/27/15, Fri		Sched. prep.	President, V.P. and Deans review/approve cover and wrap for Summer/Fall schedule	
V.P., Deans	Winter/Spring	2/25/15, Wed	2/27/15, Fri		Sched. prep.	V.P. and Deans decide on allocation for Winter/Spring and finalize any special directions to be given to the Chairs, e.g. budget, required cuts or adds...	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	Summer/Fall	2/25/15, Wed	2/27/15, Fri		Sched. prep.	Karen enters Page Proof redlines (if any) for Summer/Fall and returns redlined Page Proofs to Michelle	
President or designee, Deans, Admin. Staff, AFT Chapter President	Yearly	2/26/15, Thu	2/27/15, Fri	?	Elections / Selections / Appointments	The Adjunct Representatives Ballots are counted and elections announced (during the week after census of each spring term).	Art. 17.B.3.
Business Office	Yearly	-	2/27/15, Fri	?	Budget	Budget uploaded	
Work Environment Committee	Last Friday	-	2/27/15, Fri		Committees	Work Environment Committee meeting	
Faculty being reviewed	1-3 year cycle for each member	-	2/27/15, Fri	?	Evaluations (Comprehensive)	The faculty member being reviewed may submit a timely challenge to the appointment of any one voting member of the peer review committee.	Art. 19.G.1.
V.P., Deans, Admin. Staff	Every other Friday	-	2/27/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Admin. Staff	Summer	-	2/27/15, Fri	Sp 3	Instr. Asg's.	Send notices to faculty to determine availability to teach in Summer (by end of 3rd week of prior semester).	Art. 15.A.2.
Karen	Winter/Spring	2/27/15, Fri	3/2/15, Mon		Sched. prep.	1. requests the district prepare Winter/Spring for rollover on PeopleSoft; 2. requests program schedules from the deans (i.e. Alcalá-ACT, Eric- International Online...)	
Karen	Summer/Fall	2/27/15, Fri	3/2/15, Mon		Sched. prep.	Karen updates Summer/Fall FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP	
Peer Review Committee	1-3 year cycle for each member	-	3/2/15, Mon		Evaluations (Comprehensive)	Committee elects a committee chairperson, prepares a plan for the Comprehensive evaluation process, shares the plan with the reviewee, adopts the plan and copies the reviewee and V.P.	Art. 19.G.2-4. Art. 42. Appendix C

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Admin. Staff	Monthly (as needed)	-	3/2/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Karen	Summer/Fall	3/2/15, Mon	3/3/15, Tue		Sched. prep.	Sends Summer/Fall class schedules to DEC, requests DO create the d9500 files	
Academic Senate	1st & 3rd Tuesd	-	3/3/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	3/3/15, Tue		Div. Council	Divisional Council meeting	
Academic Senate	Yearly	-	3/3/15, Tue	?	Hiring	Academic Senate establishes a Faculty Position Hiring Prioritization Committee.	Art. 32. III. G.
Deans, Admin. Staff???	Yearly	-	3/3/15, Tue	?	Hiring	Convene hiring committees for Fall hires, provide compliance training. Schedule 2 meetings. Chairs must identify committee members to be included in the mandatory meetings for hiring committees with compliance officer.	
Deans, Admin. Staff???	Yearly	-	3/3/15, Tue	?	Hiring	Deans send memos to the Chairs to request the names of hiring committee members. Notify the Academic Senate president to identify a representative for the hiring committee.	Art. 33.
Faculty Position Hiring Prioritization Committee	Yearly	-	3/3/15, Tue	?	Hiring	Faculty Position Hiring Prioritization Committee recommends hiring prioritization for new tenure track faculty and temporary replacement faculty positions.	Art. 33.A.
College	Yearly	-	3/3/15, Tue	?	Hiring	If College adds adjunct classes in lieu of replacing a regular employee, the Faculty Hiring Prioritization Committee, Division Chair and the AFT shall be notified of the number of hours/classes added.	Art. 33.E.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
President	Yearly	-	3/3/15, Tue	?	Hiring	If Pres. decides not to replace a faculty member or deviate from recommendations for hiring of new faculty, the reasons shall be in writing to Faculty Position Hiring Prioritization Committee, Division Chair(s), the AFT and Academic Senate.	Art. 33.D.
College President, Vice Chancellor	Yearly	-	3/3/15, Tue	?	Hiring	If the Vice Chancellor of HR decides not to replace or hire new, the reasons shall be in writing to the College President who will then notify the appropriate College representatives.	Art. 33.D.
Deans, Admin. Staff???	Yearly	-	3/3/15, Tue	?	Hiring	Prepare announcements for the Compliance officer to send to the Chronicle and related hiring publications.	
President, AFT, Academic Senate, Faculty Position Hiring Prioritization Committee	Yearly	-	3/3/15, Tue	?	Hiring	Pres. seeks input from faculty regarding replacement of a faculty member (on leave, reassignment or separated) via agreed upon process among the AFT, Academic Senate & Pres. and Faculty Position Hiring Prioritization Committee or its equivalent.	Art. 33.A.
V.P., Deans???	Yearly	-	3/3/15, Tue	?	Hiring	Provide Chairs with NOI's for revision and review. Meet with Chairs on hiring and development of NOI's and the announcements for Fall hires. Set closing dates.	
President, V.P., Deans, Chairs???	Yearly	-	3/3/15, Tue	?	Hiring	Review FPIP hiring for Fall. Meet with president to identify number of hires for next hiring period.	
Deans, Admin. Staff???	Yearly	-	3/3/15, Tue	?	Hiring	Send NOI's to the District.	
Deans, Admin. Staff???	Yearly	-	3/3/15, Tue	?	Hiring	Track approval from the district on NOI's and acceptances.	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty	Spring	-	3/3/15, Tue	?	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.
Deans, Karen	Winter/Spring	-	3/3/15, Tue		Sched. prep.	Discuss Winter/Spring production schedule at the Divisional Council meeting	
Michelle, Clarissa	Summer/Fall	2/27/15, Fri	3/4/15, Wed		Sched. prep.	Graphic Artist completes any corrections to Page Proofs for Summer/Fall schedule and sends electronic file to Printer	
Karen	Winter/Spring	3/2/15, Mon	3/4/15, Wed		Sched. prep.	Karen creates timeline for the next semester's schedule production	
Planning Committee	1st Wednesday	-	3/4/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	3/4/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/4/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/4/15, Wed		FYI	Office of Instruction follow up meeting	
Karen	Summer/Fall	3/5/15, Thu	3/5/15, Thu		Sched. prep.	Karen sends Excel file of Summer/Fall section list to Bookstore.	
College Council	1st Thursday	-	3/5/15, Thu		Committees	College Council meeting	
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	-	3/5/15, Thu		Evaluations (Basic)	Begin - Basic evaluations, Chair/Supervisor and V.P. or designee designate the Chair/Supervisor or a tenured faculty member to complete the evaluation(s).	Art. 19.E-F. Art. 19.J. Appendix C
FYI	Monthly	-	3/5/15, Thu		FYI	Payroll Lockout - Semi-monthly	
Faculty	Summer	2/27/15, Fri	3/6/15, Fri		Instr. Asg's.	Faculty return Summer availability forms.	Art. 15.A.2.
Deans, Chairs	Summer	-	3/6/15, Fri	Sp 4	Instr. Asg's.	Chairs establish and submit to Dean priority lists by discipline for Summer (by end of 4th week of prior semester).	Art. 15.A.2.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty	?	-	3/6/15, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect - Habits of Mind for Student Equity	per K. Manner
Accreditation Steering Committee	2nd Monday	-	3/7/15, Sat		Committees	Accreditation Steering Committee meeting	
Faculty	Spring	2/23/15, Mon	3/9/15, Mon	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in census rosters for Spring.	Art. 13.D.8.g.
Accreditation Steering Committee	2nd Monday	-	3/9/15, Mon		Committees	Accreditation Steering Committee meeting	
Peer Review Committee, Faculty being reviewed	1-3 year cycle for each member	-	3/9/15, Mon		Evaluations (Comprehensive)	Committee meets with faculty member to review process.	Art. 19. Appendix C
Karen	Summer/Fall	3/4/15, Wed	3/10/15, Tue		Sched. prep.	Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP)	
Karen	Summer/Fall	3/4/15, Wed	3/10/15, Tue		Sched. prep.	Karen informs Info. Tech. when d9500 is available	
Professional Growth Committee	?	-	3/10/15, Tue		Committees	Professional Growth Committee	
Academic Senate	2nd & 4th Tuesday	-	3/10/15, Tue		Committees	Academic Senate meeting	
Professional Learning Subcommittee	?	-	3/10/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Deans	Spring	3/3/15, Tue	3/11/15, Wed	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
President or designee, V.P. or designee	1-3 year cycle for each member	-	3/11/15, Wed		Evaluations (Administrative)	Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15.	Art. 19.H. Appendix C

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	-	3/11/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/11/15, Wed		FYI	Office of Instruction follow up meeting	
President or designee	Yearly	-	3/11/15, Wed	?	Tenure Review	Before March 15, President forwards his and the Tenure Review Committee's recommendations to the Board regarding faculty member's continued service.	Art. 42.G.
President or designee, V.P. or designee	1-3 year cycle for each member	-	3/11/15, Wed	?	Tenure Review (Administrative)	Administrative Evaluation should be presented to Board prior to March 15.	Appendix C
Karen	Summer/Fall	3/10/15, Tue	3/12/15, Thu		Sched. prep.	1. prepares final <i>online</i> schedule in Word 2. sends electronic file to Eric for posting on the web for Summer/Fall	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	3/12/15, Thu	?	Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Board of Trustees	1-3 year cycle for each member	-	3/12/15, Thu	?	Evaluations	BOT takes action on faculty Status for next year.	Art. 19 Appendix C
Faculty teaching D/DL	Summer/Fall (as needed)	2/12/15, Thu	3/13/15, Fri		Curriculum	Faculty planning to teach D/DL for the first time participate in D/DL training sessions and demonstrate proficiency.	Art. 40.B.
V.P., Deans, Admin. Staff	Every other Friday	-	3/13/15, Fri		FYI	Academic Affairs - all staff meeting	
College President, AFT	Summer	-	3/13/15, Fri	?	Instr. Asg's.	Pres. shall establish a college Intersession Committee consisting of no less than 2 faculty members as determined by AFT campus rep's and no less than 3 administrators as determined by the Pres. (to serve as appeals committee regarding priority matters).	Art. 15.D.

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Board of Trustees	1-3 year cycle for each member	-	3/13/15, Fri	?	Tenure Review	BOT takes action on faculty Status for next year.	Appendix C
Printer	Summer/Fall	3/4/15, Wed	3/16/15, Mon		Sched. prep.	Printer prepares Blue Lines for Summer/Fall schedule and submits for approval	
Karen	Summer/Fall	3/12/15, Thu	3/16/15, Mon		Sched. prep.	Makes Summer/Fall available on ESC	
Facilities Committee	3rd Monday	-	3/16/15, Mon		Committees	Facilities Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	3/16/15, Mon		Evaluations (Comprehensive)	Committee finalizes plan after review by faculty.	Art. 19. Appendix C
Deans, Admin. Staff	Winter/Spring	2/26/15, Thu	3/17/15, Tue		Sched. prep.	Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans.	
Deans, Chairs, Admin. Staff	Winter/Spring	2/26/15, Thu	3/17/15, Tue		Sched. prep.	Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty.	
Deans, Chairs, Faculty, Academic Affairs Team	Winter/Spring	3/3/15, Tue	3/17/15, Tue		Sched. prep.	Divisions meet to discuss upcoming AFT deadlines and plans for Winter/Spring class schedule (preparation starts a year in advance), Academic Affairs team participates.	Suggested
Academic Senate	1st & 3rd Tuesday	-	3/17/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	3/17/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	3/17/15, Tue	?	Committees	Transfer Committee meeting	
Deans, Program Directors	Winter/Spring	3/2/15, Mon	3/18/15, Wed		Sched. prep.	Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Winter/Spring schedules to Karen.	
Karen, Michelle	Summer/Fall	3/16/15, Mon	3/18/15, Wed		Sched. prep.	Karen and Michelle review Blue Lines.	

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Distance Education Committee	3rd Wednesday	-	3/18/15, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/18/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/18/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	3/18/15, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
EMC	3rd Thursday	-	3/19/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
V.P. or designee	Summer	3/6/15, Fri	3/20/15, Fri	Sp 6	Instr. Asg's.	V.P. reviews priority lists for Summer for accuracy and provides electronic copies to Div. Chairs, all full-time faculty, AFT Chapter President and AFT Grievance Rep. (within 10 working days after 4th week of prior semester).	Art. 15.C.
Deans, Admin. Staff	Summer	3/9/15, Mon	3/20/15, Fri	Sp 6	Instr. Asg's.	Initial offers of employment made to faculty for Summer (by end of 6th week of prior semester).	Art. 15.A.2.
Karen, Admin. Staff	Monthly	3/18/15, Wed	3/20/15, Fri		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... 	
V.P., Deans	Summer/Fall	3/18/15, Wed	3/20/15, Fri		Sched. prep.	V.P., Deans and Karen review Blue Lines for Summer/Fall schedule and return to Karen	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	3/13/15, Fri	3/23/15, Mon		Sched. prep.	1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...)	
Michelle	Summer/Fall	3/20/15, Fri	3/23/15, Mon		Sched. prep.	Michelle returns Blue Lines for Summer/Fall schedule to printer with approval to print	
FYI	Monthly	3/23/15, Mon	3/23/15, Mon		FYI	Payroll Lockout - Monthly	
Curriculum Committee	?	-	3/23/15, Mon		Committees	Curriculum Committee meeting	
SLO Committee	4th Monday	-	3/23/15, Mon		Committees	SLO Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	3/23/15, Mon		Evaluations (Comprehensive)	Committee sends final plan to V.P.	Art. 19. Appendix C
Michelle, Clarissa	Summer/Fall	3/23/15, Mon	3/24/15, Tue		Sched. prep.	Make Summer/Fall schedule available on website in pdf format.	
Academic Senate	2nd & 4th Tuesday	-	3/24/15, Tue		Committees	Academic Senate meeting	
Info. Tech., Karen	Summer/Fall	3/23/15, Mon	3/25/15, Wed		Sched. prep.	Info. Tech. and Karen update Searchable Schedule programming for Summer/Fall and make available on website.	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	3/25/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/25/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/25/15, Wed		FYI	Office of Instruction follow up meeting	
Budget Committee	4th Thursday	-	3/26/15, Thu		Committees	Budget Committee meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Student Services Council	4th Thursday	-	3/26/15, Thu	?	Committees	Student Services Council	
Work Environment Committee	Last Friday	-	3/27/15, Fri		Committees	Work Environment Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	3/27/15, Fri		Evaluations (Comprehensive)	Begin - Comprehensive evaluation. Committee gathers data and begins review.	Art. 19.G.5. Art. 42. Appendix C
V.P., Deans, Admin. Staff	Every other Friday	-	3/27/15, Fri		FYI	Academic Affairs - all staff meeting	
Faculty member	Each term-As needed	-	3/27/15, Fri	?	Instr. Asg's.	A Faculty member may request to participate in Load Banking.	Art. 39.B. Appendix K
Admin. Staff	Yearly	-	3/27/15, Fri		Notices	Send holiday (no classes) announcement to faculty through academic affairs email for Spring Break.	
Admin. Staff	Yearly	-	3/27/15, Fri		Notices	Send holiday closure announcement to faculty through academic affairs email for Cesar Chavez Day.	
Business Office	Yearly	-	3/30/15, Mon	?	Budget	Budget adjustments submitted (begin)	
Chair, Faculty member	Each term-As needed	-	3/30/15, Mon	?	Instr. Asg's.	Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to	Art. 39.B. Appendix K
FYI	Spring	-	3/31/15, Tue		Holiday	Cesar Chavez Day	Art. 11, App. M
Deans	Spring	3/11/15, Wed	4/1/15, Wed	?	Rosters-Discipline for failure to return	Deans take action / disciplinary steps regarding failure to return rosters in timely fashion.	Art. 13.D.8.g.
Planning Committee	1st Wednesday	-	4/1/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	4/1/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	4/1/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/1/15, Wed		FYI	Office of Instruction follow up meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Faculty member, President or designee	Yearly (as needed)	-	4/1/15, Wed		Instr. Asg's. - Pre-retirement Load Reduction	Faculty member initiates or changes participation in Pre-retirement Reduction in Workload Program by submitting appropriate paperwork to Pres. or designee by 4/1 of academic year preceding the acad. year reduction becomes effective.	Art. 26.
V.P., Deans, Admin. Staff	Quarterly (as needed)	-	4/1/15, Wed		Overtime	Notices of office/department overtime shall be posted and updated quarterly.	Staff Guild Art. 12.B.
V.P.	Spring	2/23/15, Mon	4/2/15, Thu	Sp 8	Instr. Asg's.	V.P. reviews updated seniority lists for accuracy and provides electronically to chairs, adjunct faculty, AFT Chapter Pres. & grievance rep. by 8 th week of semester). V.P. maintains record of bumps (which may be viewed by AFT).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. new-Art. 16.B.4.
College Council	1st Thursday	-	4/2/15, Thu		Committees	College Council meeting	
V.P. or designee	1-3 year cycle for each member	-	4/2/15, Thu	?	Evaluations (Administrative)	Continue - Administrative evaluations (including Division Chair evaluations).	Art. 19.J-M.
Deans, Admin. Staff	Fall	-	4/3/15, Fri	?	Instr. Asg's.	Distribute Workblock/FTEF forms to all faculty in their mailboxes and electronically.	Art. 13.C.4., Art. 13.D.8., Art. 15.
Faculty	Summer	-	4/3/15, Fri	Sp 8	Instr. Asg's.	Faculty return Summer offer letters to Chairs (by end of 8th week of prior semester).	Art. 15.A.2.
FYI	Spring	-	4/4/15, Sat		Non-Instrect. Day	Spring Break	Art. 11, App. M
FYI	Spring	-	4/5/15, Sun		Non-Instrect. Day	Easter	Art. 11, App. M
FYI	Spring	-	4/5/15, Sun		Non-Instrect. Day	Spring Break	Art. 11, App. M

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	Summer/Fall	3/25/15, Wed	4/6/15, Mon		Sched. prep.	Creates programs for Summer/Fall: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use...	
Admin. Staff	Monthly (as needed)	-	4/6/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
FYI	Monthly	-	4/6/15, Mon		FYI	Payroll Lockout - Semi-monthly	
V.P.	Each term- As needed	-	4/6/15, Mon	?	Instr. Asg's.	V.P. approves faculty member's Load Banking Plan.	Art. 39.B. Appendix K
FYI	Spring	-	4/6/15, Mon		Non-Instrct. Day	Spring Break	Art. 11, App. M
Printer	Summer/Fall	3/23/15, Mon	4/7/15, Tue		Sched. prep.	Printed schedules for Summer/Fall are available on campus.	
Academic Senate	1st & 3rd Tuesd	-	4/7/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	4/7/15, Tue		Div. Council	Divisional Council meeting	
FYI	Yearly	-	4/7/15, Tue		Non-Instrct. Day	Spring Break	Art. 11, App. M
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	4/8/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/8/15, Wed		FYI	Office of Instruction follow up meeting	
FYI	Spring	-	4/8/15, Wed		Non-Instrct. Day	Spring Break	Art. 11, App. M
Karen	Winter/Spring	3/23/15, Mon	4/9/15, Thu		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.	
Admin. Staff	Summer	4/3/15, Fri	4/9/15, Thu		Instr. Asg's.	Phone calls to instructors regarding return of missing offer letters for Summer.	Art. 15.A.2.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Admin. Staff	Winter/Spring	4/7/15, Tue	4/9/15, Thu		Sched. prep.	Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production.	
FYI	Spring	-	4/9/15, Thu		Non-Instrct. Day	Spring Break	Art. 11, App. M
V.P., Deans, Admin. Staff	Every other Friday	-	4/10/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Spring	-	4/10/15, Fri		Holiday	Spring Break (½ day holiday for classified)	Art. 11, App. M
Admin. Staff	Spring	4/6/15, Mon	4/13/15, Mon		Facilities mgmt.	Review room bookings for mid-Spring	
Accreditation Steering Committee	2nd Monday	-	4/13/15, Mon		Committees	Accreditation Steering Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	4/13/15, Mon		Evaluations (Comprehensive)	Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee.	Art. 19.G.5. Art. 42. Appendix C
FYI	Summer	-	4/13/15, Mon		FYI	Priority registration for Summer begins	
FYI	Spring	-	4/13/15, Mon		FYI	Spring's 2nd 8-week classes begin	
Professional Growth Committee	?	-	4/14/15, Tue		Committees	Professional Growth Committee	
Academic Senate	2nd & 4th Tuesday	-	4/14/15, Tue		Committees	Academic Senate meeting	
Faculty	Summer/Fall	4/1/15, Wed	4/15/15, Wed		Sched. prep.	Book Orders Due for Summer/Fall	
Distance Education Committee	3rd Wednesday	-	4/15/15, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	4/15/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/15/15, Wed		FYI	Office of Instruction follow up meeting	
District, STRS admin. staff	Yearly (as needed)	-	4/15/15, Wed	?	Instr. Asg's. - Pre-retirement Load Reduction	The District and the administrative staff of STRS verify the faculty member's eligibility to participate in the Reduction in Workload program.	Art. 26.

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	4/16/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
SEAC subcommittee	3rd Thursday	-	4/16/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Admin. Staff	Spring	3/23/15, Mon	4/17/15, Fri		Cancel Classes-Late Start	Distribute Spring 2nd-8 weeks enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
Admin. Staff	Spring	4/2/15, Thu	4/17/15, Fri		Cancel Classes-Late Start	Enter Spring class cancelations on Protocol for late start classes. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Spring	4/2/15, Thu	4/17/15, Fri		Cancel Classes-Late Start	Notify students, instructors and Student Services of cancelled classes for late start classes for Spring.	Art. 12.F.
Faculty	Fall	4/3/15, Fri	4/17/15, Fri	?	Instr. Asg's.	Faculty return completed Workblock/FTEF Forms.	Art. 13.D.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Spring	4/6/15, Mon	4/17/15, Fri		Cancel Classes-Late Start	Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes.	Art. 12.F.
Faculty	Spring	4/13/15, Mon	4/17/15, Fri	?	Sp 9 Rosters-Census, Exclusion, Grade, PA	Faculty submit Active Enrollment Rosters prior to 60% completion of the semester	
District Office, President, V.P.s, Hansel...	Quarterly	-	4/17/15, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	4/17/15, Fri	?	Budget	Submit 3rd Quarter Report	
Faculty	?	-	4/17/15, Fri		Prof. Dev.	Cultural Competence FIG	per K. Manner

DRAFT

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Faculty	?	-	4/17/15, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect - Special Student Populations: Veterans and DSPS Accommodations	per K. Manner
Facilities Committee	3rd Monday	-	4/20/15, Mon		Committees	Facilities Committee meeting	
Faculty being reviewed	1-3 year cycle for each member	-	4/20/15, Mon		Evaluations (Comprehensive)	Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee.	Art. 19.G.9. Art. 42. Appendix C
Admin. Staff	Monthly (as needed)	-	4/20/15, Mon		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Academic Senate	1st & 3rd Tuesd	-	4/21/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	4/21/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	4/21/15, Tue	?	Committees	Transfer Committee meeting	
Faculty member	Fall (As needed)	-	4/21/15, Tue		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
Deans, Chairs, Admin. Staff	Winter/Spring	4/13/15, Mon	4/22/15, Wed		Sched. prep.	Deans meet with Chairs to discuss the Galleys , supporting documents and process for Winter/Spring.	
Karen, Admin. Staff	Monthly	4/17/15, Fri	4/22/15, Wed		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
FYI	Monthly	4/22/15, Wed	4/22/15, Wed		FYI	Payroll Lockout - Monthly	

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	4/22/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	4/22/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/22/15, Wed		FYI	Office of Instruction follow up meeting	
Budget Committee	4th Thursday	-	4/23/15, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	4/23/15, Thu	?	Committees	Student Services Council	
Dean, Chair, Scheduler, Admin. Staff	Yearly (as needed)	4/15/15, Wed	4/24/15, Fri	?	Instr. Asg's. - Pre-retirement Load Reduction	Faculty members assignments are adjusted according to Reduction in Workload agreement.	Art. 26.
V.P. (via Admin. Staff)	Fall	4/17/15, Fri	4/24/15, Fri	Sp 10	Instr. Asg's.	Offer letters are mailed (email with return receipt acceptable) for Fall adjunct assignments (by end of 10th week of prior semester).	Art. 16.A.4.
Work Environment Committee	Last Friday	-	4/24/15, Fri		Committees	Work Environment Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	4/24/15, Fri		Evaluations (Comprehensive)	If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee.	Art. 19.G.9. Art. 42. Appendix C
V.P., Deans, Admin. Staff	Every other Friday	-	4/24/15, Fri		FYI	Academic Affairs - all staff meeting	
Curriculum Committee	?	-	4/27/15, Mon		Committees	Curriculum Committee meeting	
SLO Committee	4th Monday	-	4/27/15, Mon		Committees	SLO Committee meeting	
FYI	Yearly	-	4/27/15, Mon	?	Hiring	Closing date for recruitment of new hires.	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Deans, Admin. Staff???	Yearly	-	4/27/15, Mon	?	Hiring	Meet with Hiring Committees to set interview dates, compile interview questions and activities.	Art. 16.A.4. Art. 15.A.2
Academic Senate	2nd & 4th Tuesday	-	4/28/15, Tue		Committees	Academic Senate meeting	
Dean, Chair, Scheduler, Admin. Staff	Winter/Spring	4/6/15, Mon	4/29/15, Wed		Sched. prep.	Tentatively 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	4/13/15, Mon	4/29/15, 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	
V.P. or designee	1-3 year cycle for each member	-	4/29/15, 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	-	4/29/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/29/15, Wed		FYI	Office of Instruction follow up meeting	
Deans, Chairs, Admin. Staff	Spring	3/23/15, Mon	4/30/15, Thu		Instr. Asg's.	Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workblock/FTEF, banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
President or designee, Deans, Admin. Staff, Exclusive Representative (AFT)	Every 3 years by division need	-	4/30/15, 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

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
District Office of Personnel Operations	Yearly	-	4/30/15, Thu		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.
Karen	Winter/Spring	4/13/15, Mon	5/1/15, Fri		Sched. prep.	Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans	
Faculty teaching D/DL	Fall	4/20/15, Mon	5/4/15, Mon	?	Instr. Asg's.	Faculty who agree to an increased enrollment limit in their D/DL class, submit written approval prior to the term's priority enrollment start.	Art. 40.C.
Admin. Staff	Monthly (as needed)	-	5/4/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
FYI	Fall	-	5/4/15, Mon		FYI	Priority registration for Fall begins	
V.P., Chairs	Fall (As needed)	4/21/15, Tue	5/5/15, Tue	?	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
Academic Senate	1st & 3rd Tuesd	-	5/5/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	5/5/15, Tue		Div. Council	Divisional Council meeting	
V.P. or designee	1-3 year cycle for each member	-	5/5/15, Tue	?	Evaluations (Administrative)	Complete - Administrative evaluations (including Division Chair evaluations).	Art. 19.J-M.

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Peer Review Committee	1-3 year cycle for each member	-	5/5/15, 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 V.P.	Art. 19.G.11. Art. 42. Appendix C
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	3/5/15, Thu	5/6/15, Wed		Evaluations (Basic)	Continue - Basic evaluations.	Art. 19.E-F. Art. 19.J. Appendix C
Planning Committee	1st Wednesday	-	5/6/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	5/6/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/6/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	5/6/15, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	5/7/15, Thu		Committees	College Council meeting	
FYI	Monthly	-	5/7/15, Thu		FYI	Payroll Lockout - Semi-monthly	
Faculty	Fall	4/27/15, Mon	5/8/15, 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	-	5/8/15, Fri	?	Budget	Budget adjustments submitted (end)	
V.P., Deans, Admin. Staff	Every other Friday	-	5/8/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Chairs, Admin. Staff	Summer	-	5/8/15, Fri	Sp 12	Instr. Asg's.	All Summer assignments filled by this date (end of 12th week of prior semester).	Art. 15.A.2.
Accreditation Steering Committee	2nd Monday	-	5/11/15, Mon		Committees	Accreditation Steering Committee meeting	
Deans, Admin. Staff???	Yearly	-	5/11/15, Mon	?	Hiring	Begin schedule of interviews for new Fall hires.	

DRAFT

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Professional Growth Committee	?	-	5/12/15, Tue		Committees	Professional Growth Committee	
Academic Senate	2nd & 4th Tuesday	-	5/12/15, Tue		Committees	Academic Senate meeting	
Faculty being reviewed	1-3 year cycle for each member	-	5/12/15, Tue		Evaluations (Comprehensive)	Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary.	Art. 19 Appendix C
Admin. Staff	Fall	5/8/15, Fri	5/13/15, Wed		Instr. Asg's.	Phone calls to instructors regarding return of missing offer letters for Fall.	Art. 15.A.2.
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/13/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	5/13/15, Wed		FYI	Office of Instruction follow up meeting	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	5/14/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
V.P. or designee	1-3 year cycle for each member	-	5/14/15, 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 member	2/2/15, Mon	5/15/15, Fri		Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C
Deans, Chairs	Winter/Spring	5/1/15, Fri	5/15/15, Fri		Sched. prep.	Deans meet with Chairs and others, review the Galley redlines for Winter/Spring, then submit to Karen	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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. or designee, Chair, Supervisor or designated faculty member	1-3 year cycle for each member	-	5/15/15, 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	-	5/15/15, 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.
Faculty	?	-	5/15/15, Fri		Prof. Dev.	Cultural Competence FIG	per K. Manner
Faculty	?	-	5/15/15, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect - Shared Governance and Focused Inquiry	per K. Manner
Candidates for Division Chair	Every 3 years by division need	4/30/15, Thu	5/18/15, 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 election.	Art. 17.B.5.a.
Curriculum Committee	?	-	5/18/15, Mon		Committees	Curriculum Committee meeting	
Facilities Committee	3rd Monday	-	5/18/15, Mon		Committees	Facilities Committee meeting	
SLO Committee	4th Monday	-	5/18/15, Mon		Committees	SLO Committee meeting	
Admin. Staff	Yearly	-	5/18/15, Mon		Notices	Send holiday closure announcement to faculty through academic affairs email for Memorial Day.	
Business Office	Yearly	-	5/19/15, Tue	?	Budget	Hard copy prepared	
Academic Senate	1st & 3rd Tuesd	-	5/19/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	5/19/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	5/19/15, Tue	?	Committees	Transfer Committee meeting	
Admin. Staff	Monthly (as needed)	-	5/19/15, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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. (via Admin. Staff)	Fall	5/13/15, Wed	5/20/15, Wed		Instr. Asg's.	Notices to faculty not being offered a Fall assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process.	Art. 16.A.4.
Karen, Admin. Staff	Monthly	5/15/15, Fri	5/20/15, Wed		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
President or designee. Deans, Admin. Staff	Every 3 years by division need	5/18/15, Mon	5/20/15, Wed	?	Elections / Selections / Appointments	President or designee prepares ballots for Division Chair election(s) and brings to the election.	Art. 17.B.5.b.
FYI	Monthly	5/20/15, Wed	5/20/15, Wed		FYI	Payroll Lockout - Monthly	
Distance Education Committee	3rd Wednesday	-	5/20/15, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/20/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	5/20/15, Wed		FYI	Office of Instruction follow up meeting	
President or designee, Deans, Admin. Staff, Exclusive Representative (AFT)	Every 3 years by division need	5/20/15, Wed	5/21/15, Thu	?	Elections / Selections / Appointments	Hold special mtg for Div. Chair elections. Conduct vote, record tally, Pres. & Exclusive Rep. of AFT sign tally. Pres. appoints elected Chairs. Timing not defined in contract but vote s/b early enough for new Chair asgs to be processed by July 1.	Art. 17.B.5.c. and Art. 17.B.5.i.
SEAC subcommittee	3rd Thursday	-	5/21/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Deans, Admin. Staff	Winter/Spring	5/12/15, Tue	5/22/15, Fri		Sched. prep.	Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines.	

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

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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
Deans, Chairs, Academic Affairs team	Winter/Spring	5/15/15, Fri	5/22/15, Fri		Sched. prep.	Deans hold follow up meetings with Chairs, review/finalize the Galley redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen	
V.P., Deans, Admin. Staff	Every other Friday	-	5/22/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Yearly	-	5/25/15, Mon		Holiday	Memorial Day	Art. 11, App. M
Academic Senate	2nd & 4th Tuesday	-	5/26/15, Tue		Committees	Academic Senate meeting	
Deans, Admin. Staff???	Yearly	-	5/26/15, Tue	?	Hiring	Initial offers of employment made to faculty. (contract)	
Deans, Chairs	Summer	5/18/15, Mon	5/27/15, Wed	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.
Faculty teaching D/DL	Summer	5/18/15, Mon	5/27/15, Wed	?	Instr. Asg's.	Faculty planning to teach D/DL who want the class size limit increased (to up to 80) submit written request during the stage of schedule planning. Not currently allowed.	Art. 40.C.
Deans, Admin. Staff	Spring	5/22/15, Fri	5/27/15, Wed		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 +
Karen	Winter/Spring	5/22/15, Fri	5/27/15, Wed		Sched. prep.	1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during galley prep 3. request District do global changes if needed	

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

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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
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	5/27/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/27/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	5/27/15, Wed		FYI	Office of Instruction follow up meeting	
Faculty Hiring Prioritization Committee	?	-	5/27/15, Wed	?	Hiring - Counseling staffing levels	Counseling staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ...	Art. 13.A.4.
Faculty Hiring Prioritization Committee	?	-	5/27/15, Wed	?	Hiring - Library staffing levels	Library staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ...	Art. 13.A.3.
Budget Committee	4th Thursday	-	5/28/15, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	5/28/15, Thu	?	Committees	Student Services Council	
V.P., Deans, Chairs, Admin. Staff	Spring	5/18/15, Mon	5/29/15, Fri		Instr. Asg's.	Review seniority lists for Spring and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D.
Deans, Admin. Staff, Helen	Spring	5/18/15, Mon	5/29/15, Fri	?	Instr. Asg's.	The Admin. Staff, Deans [and Helen?]- process the instructor's stipends for large-D/DL classes at the end of each term. Not currently being offered.	Art. 40.C.

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Work Environment Committee	Last Friday	-	5/29/15, Fri		Committees	Work Environment Committee meeting	
College	Yearly	-	5/29/15, Fri	?	Div. Goals/Mgmt	The college should include a regular review of divisional clerical support needs in its classified staffing plans.	Art. 17.I. and Art. 44.
Deans, Chairs	Spring	2/2/15, Mon	6/1/15, Mon		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Spring	2/9/15, Mon	6/1/15, Mon		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	
Admin. Staff	Monthly (as needed)	-	6/1/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Deans, Admin. Staff	Summer	-	6/1/15, Mon	?	Instr. Asg's.	Distribute Office Hour forms to all faculty in their mailboxes and electronically.	Art. 13.C.4., Art. 13.D.8., Art. 15.
Academic Senate	1st & 3rd Tuesday	-	6/2/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	6/2/15, Tue		Div. Council	Divisional Council meeting	
Planning Committee	1st Wednesday	-	6/3/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	6/3/15, Wed		Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/3/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	6/3/15, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	6/4/15, Thu		Committees	College Council meeting	
Deans, Chairs, Faculty	Spring	5/18/15, Mon	6/5/15, Fri		Faculty obligations	Encourage instructors to encourage students to apply for degrees and/or certificates.	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Karen	Spring	6/1/15, Mon	6/5/15, Fri		Sched. prep.	Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF).	
FYI	Monthly	-	6/5/15, Fri		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Admin. Staff	Every other Friday	-	6/5/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Spring	6/1/15, Mon	6/7/15, Sun		FYI	Final Exams for Spring.	Appendix M
Accreditation Steering Committee	2nd Monday	-	6/8/15, Mon		Committees	Accreditation Steering Committee meeting	
Deans, Chairs	Yearly	-	6/8/15, Mon	?	Div. Goals/Mgmt	Divisions complete Program Review	
Division members	Every 3 years by division need	-	6/8/15, Mon	?	Elections / Selections / Appointments	Designated Vice Chairs are selected by division(s) if applicable.	Art. 17.F.1.
Admin. Staff	Summer	-	6/8/15, Mon		Facilities mgmt.	Print out Room Book	
Deans, Admin. Staff???	Yearly	-	6/8/15, Mon	?	Hiring	Complete hiring process for new hires and provide faculty orientation for all new hires.	
Employee, V.P. and Division Chair, Any tenured faculty, Dean, Admin. Staff or Helen	As needed	-	6/8/15, Mon	?	Mentoring	If requested by a contract faculty member, V.P. and Chair shall designate a tenured faculty member as mentor. Secretary processes \$450 mentoring pay.	Art. 42. H.
Faculty	Yearly	-	6/8/15, Mon		Prof. Dev.	Non-Instruction - Staff development day	Art. 11, App. M
Karen	Winter/Spring	5/27/15, Wed	6/9/15, Tue		Sched. prep.	1. puts Galley redlines on Protocol, & ACT, Puente, Intern'l, Jumpstart... (if not done already), 2. misc. clean up.	
Academic Senate	2nd & 4th Tuesday	-	6/9/15, Tue		Committees	Academic Senate meeting	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
V.P., Chairs	Every 3 years by division need	-	6/9/15, Tue	?	Elections / Selections / Appointments	Appointed Vice Chairs are selected by the Chairs.	Art. 17.F.2.
FYI	Yearly	-	6/9/15, Tue		FYI	Graduation Day	
Faculty	Yearly	-	6/9/15, Tue		Prof. Dev.	Non-Instruction - Staff development day	Art. 11, App. M
V.P., Deans, Admin. Staff	Summer	-	6/9/15, Tue		Semester prep.	Meet to discuss/prepare for 1st day/week of Summer classes	
Admin. Staff	Summer	6/3/15, Wed	6/10/15, Wed		Semester prep.	Phone calls to instructors to remind them when Summer term begins	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/10/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	6/10/15, Wed		FYI	Office of Instruction follow up meeting	
Faculty	Summer	-	6/10/15, Wed	?	Instr. Asg's.	Faculty post their Summer office hours schedule and give copy to the V.P. of Academic Affairs.	Art. 13.C.4., Art. 13.D.8., Art. 15.
Faculty	Yearly	-	6/10/15, Wed		Prof. Dev.	Faculty submit their reports on professional development activity by the day after the last professional development day of the spring.	Art. 10.D.2.d.
Chairs, Vice Chairs	Spring	5/14/15, Thu	6/11/15, Thu		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.
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	6/11/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Admin. Staff	Summer	-	6/11/15, Thu		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty	Spring	6/8/15, Mon	6/12/15, 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.
Karen	Winter/Spring	6/9/15, Tue	6/12/15, Fri		Sched. prep.	Karen exports schedule " Camera Ready " report, begins formatting and clean up	
Admin. Staff	Summer	6/8/15, Mon	6/15/15, Mon		Facilities mgmt.	Review room bookings	
Admin. Staff, Michelle	Summer	6/8/15, Mon	6/15/15, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Admin. Staff	Summer	6/8/15, Mon	6/15/15, Mon		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
Deans, Admin. Staff	Yearly	6/10/15, Wed	6/15/15, Mon		Prof. Dev.	Dean(s) monitor the return of faculty's flex reporting.	Art. 10.D.2.d.
Karen	Winter/Spring	6/12/15, Fri	6/15/15, Mon		Sched. prep.	Karen preps course level inf. for review, gives to Ara, Adriana and Curriculum Asst.	
Facilities Committee	3rd Monday	-	6/15/15, Mon		Committees	Facilities Committee meeting	
FYI	Summer	-	6/15/15, Mon		FYI	Summer classes begin	Appendix M
V.P., Deans	Summer	-	6/15/15, 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).	
Karen	Winter/Spring	6/15/15, Mon	6/16/15, Tue		Sched. prep.	Karen preps online schedule for review, gives to Eric	
Professional Growth Committee	?	-	6/16/15, Tue		Committees	Professional Growth Committee	
Academic Senate	1st & 3rd Tuesday	-	6/16/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	6/16/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	6/16/15, Tue		Committees	Transfer Committee meeting	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Distance Education Committee	3rd Wednesday	-	6/17/15, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/17/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	6/17/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	6/17/15, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Deans, Admin. Staff, Helen	Spring	6/4/15, Thu	6/18/15, Thu		Supervision Pay	Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly.	
SEAC subcommittee	3rd Thursday	-	6/18/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Michelle, Clarissa	Winter/Spring	-	6/18/15, Thu		Sched. prep.	Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others.	
Dean, Chair, Scheduler, Admin. Staff	Yearly	5/29/15, Fri	6/19/15, Fri		Instr. Asg's.	Run FTET report, review, determine Chairs' reassigned time for next academic year. Adjust assignments on SAP as needed (through PCR?).	Art. 17.C.
Admin. Staff	Summer	6/1/15, Mon	6/19/15, Fri		Cancel classes	Distribute Summer enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Summer	6/8/15, Mon	6/19/15, Fri		Cancel classes	Review Summer 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	Summer	6/9/15, Tue	6/19/15, Fri		Cancel classes	Enter Summer class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Admin. Staff	Summer	6/9/15, Tue	6/19/15, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Summer.	Art. 12.F.
College, AFT, Admin. Staff???	As needed	6/15/15, Mon	6/19/15, Fri	?	Committees	If compensation for an adjunct faculty member's committee service is agreed to by the college and AFT, Secretary ??? processes the assignment for ancillary duties.	Art. 32. II.
Academic Senate, Administrators designated by College President, AFT Chapter President	As needed	6/15/15, Mon	6/19/15, Fri	?	Committees	The college shall establish committees per Article 32.	Art. 9. Art. 32.
College President, AFT Chapter President, Academic Senate Pres., Admin. Staff???	Yearly	6/15/15, Mon	6/19/15, Fri	?	Committees	Compensation, if any, for faculty committee chair shall be determined by College Pres., AFT Chapter Pres. and Academic Senate Pres. at beginning of each academic year (exception: see Article 9.E. for WEC Chair). Secretary processes asg's.	Art. 9.E. Art. 32. IV.
Faculty	Summer	6/15/15, Mon	6/19/15, Fri	Su 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
V.P., Deans, Admin. Staff	Every other Friday	-	6/19/15, Fri		FYI	Academic Affairs - all staff meeting	
Admin. Staff	Every 3 years by division need	5/21/15, Thu	6/22/15, Mon		Elections / Selections / Appointments	Admin. Staff process any new Chair and/or Vice Chair assignments before July 1.	
Karen, Admin. Staff	Monthly	6/17/15, Wed	6/22/15, Mon		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
FYI	Monthly	6/22/15, Mon	6/22/15, Mon		FYI	Payroll Lockout - Monthly	

DRAFT

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
SLO Committee	4th Monday	-	6/22/15, Mon		Committees	SLO Committee meeting	
Academic Senate	2nd & 4th Tuesday	-	6/23/15, Tue		Committees	Academic Senate meeting	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	6/24/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/24/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	6/24/15, Wed		FYI	Office of Instruction follow up meeting	
???	Yearly	6/8/15, Mon	6/25/15, Thu	?	Prof. Dev.	Final reporting on professional development will be completed	Art. 10.D.2.d.
Budget Committee	4th Thursday	-	6/25/15, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	6/25/15, Thu		Committees	Student Services Council	
Karen, Rebecca	Summer	6/15/15, Mon	6/26/15, Fri		Sched. prep.	Check reporting period flags for summer (census or end) - District Office deadline.	
Deans, Chairs, Admin. Staff	Summer	6/15/15, Mon	6/26/15, Fri		Sched. prep.	Review TBA sessions for Summer which must be converted to specific time/day by 2nd week of term.	Audit requirement
Faculty	Summer	6/22/15, Mon	6/26/15, Fri	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in census rosters for Summer.	Art. 13.D.8.g.
Work Environment Committee	Last Friday	-	6/26/15, Fri		Committees	Work Environment Committee meeting	
Admin. Staff	Yearly	-	6/26/15, Fri		Notices	Send holiday closure announcement to faculty through academic affairs email for Independence Day.	
Curriculum Committee	?	-	6/29/15, Mon	?	Committees	Curriculum Committee meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty	Summer	-	6/29/15, 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.
Deans, Chairs, Admin. Staff	Summer	5/26/15, Tue	6/30/15, Tue		Instr. Asg's.	Review instr. asgs for Summer. 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...	Art. 15.A.2.
Ara, Adrian, Curriculum Asst.	Winter/Spring	6/15/15, Mon	6/30/15, Tue		Sched. prep.	Reviews course attributes from Camera Ready report for Winter/Spring, redlines corrections and submits to Karen	
Eric Ichon	Winter/Spring	6/16/15, Tue	6/30/15, Tue		Sched. prep.	Eric Ichon reviews/refines online schedule for Winter/Spring and submits to Karen.	
Chairs	Winter/Spring	6/18/15, Thu	6/30/15, Tue		Sched. prep.	Chairs submit department ads to Deans/Karen for Winter/Spring printed schedule	
Karen	Winter/Spring	6/29/15, Mon	6/30/15, Tue		Sched. prep.	Sets up dummy sections on DEC for Winter/Spring, request District run program to set dates (e.g. census, LDTD...)	
Deans	Summer	6/29/16, Wed	6/30/15, Tue	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
District Office	Spring	-	6/30/15, Tue		Supervision Pay	Supervisor Pay is issued by District Office (last pay period of semester)	Art. 17.F.6.
Planning Committee	1st Wednesday	-	7/1/15, Wed	?	Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	7/1/15, Wed	?	Committees	Student Success / ATD Committee meeting	

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Supervisors	Yearly (as needed)	-	7/1/15, Wed	?	Evaluations (Classified)	Permanent employees shall be evaluated at least once each year.	Staff Guild Art. 16
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	7/1/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	7/1/15, Wed		FYI	Office of Instruction follow up meeting	
V.P., Deans, Admin. Staff	Yearly (as needed)	-	7/1/15, Wed		Overtime	Overtime lists (of available employees) may be established at the beginning of the fiscal year or when the first overtime opportunity arises. Lists must be posted and sent to AFT Staff Guild Chapter Chair.	Staff Guild Art. 12.B.
V.P., Deans, Admin. Staff	Quarterly (as needed)	-	7/1/15, Wed		Overtime	Notices of office/department overtime shall be posted and updated quarterly.	Staff Guild Art. 12.B.
College	Yearly	-	7/1/15, Wed	?	Prof. Dev.	Each college shall establish a Professional Conference Fund.	Art. 23.D. Art. 23.I.
College	Yearly	-	7/1/15, Wed	?	Prof. Dev.	Each college shall establish a Tuition Reimbursement Fund.	Art. 23.G. Art. 23.I.
President, AFT, Academic Senate	Yearly	-	7/1/15, Wed	?	Prof. Dev.	President, AFT and Academic Senate select members of the Professional Growth Committee.	Art. 23.A.
Professional Growth Committee	Yearly	-	7/1/15, Wed	?	Prof. Dev.	Professional Growth Committee selects a chair, prescribes the chair's duties, determines procedures, administers the Professional Conference and Tuition Reimbursement Funds...	Art. 23.
District Office	Yearly	-	7/1/15, Wed	?	Prof. Dev.	The District provides Professional funds to the colleges.	Art. 23.I.
Professional Growth Committee	Bi-annually	-	7/1/15, Wed	?	Prof. Dev.	Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty.	Art. 23.C.5.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Deans, Admin. Staff	Fall (As needed)	6/19/15, Fri	7/2/15, Thu		Instr. Asg's.	Review Fall teaching assignments compared to FTE values of reassigned/release time for Chairs, Vice Chairs, ISA's, etc.; then process corrections, revise offer letters, etc..	Art. 13, Art. 17 +
College Council	1st Thursday	-	7/2/15, Thu	?	Committees	College Council meeting	
V.P., Deans, Admin. Staff	Every other Friday	-	7/3/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Yearly	-	7/3/15, Fri		Holiday	Independence Day	Art. 11, App. M
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	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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)	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 print.
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
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)	
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	

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

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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	-	7/15/15, 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)	
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 section.	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 Agreement.	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)	

DRAFT

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
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.	
Facilities Committee	3rd Monday	-	7/20/15, Mon	?	Committees	Facilities Committee meeting	
Karen	Winter/Spring	-	7/20/15, Mon		Sched. prep.	Removes URL used for schedule review from the web.	
Academic Senate	1st & 3rd Tuesday	-	7/21/15, Tue	?	Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	7/21/15, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	7/21/15, Tue	?	Committees	Transfer Committee meeting	
Admin. Staff	Monthly (as needed)	-	7/21/15, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
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	Winter/Spring	7/20/15, Mon	7/22/15, Wed		Sched. prep.	Karen reviews final changes submitted by Chairs, and submits to Deans	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th or last Wednesday	-	7/22/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	7/22/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	7/22/15, Wed		FYI	Office of Instruction follow up meeting	

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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, Admin. Staff	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: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
Deans	Winter/Spring	7/22/15, Wed	7/23/15, Thu		Sched. prep.	Deans review final Winter/Spring class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen.	
FYI	Monthly	7/23/15, Thu	7/23/15, Thu		FYI	Payroll Lockout - Monthly	
Budget Committee	4th Thursday	-	7/23/15, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	7/23/15, Thu	?	Committees	Student Services Council	
Karen	Winter/Spring	7/23/15, Thu	7/27/15, Mon		Sched. prep.	1. Karen enters any changes from review of Winter/Spring schedule 2. sends MS Word file to Michelle/Clarissa	
Curriculum Committee	?	-	7/27/15, Mon	?	Committees	Curriculum Committee meeting	
SLO Committee	4th Monday	-	7/27/15, Mon	?	Committees	SLO Committee meeting	
Admin. Staff	Fall	-	7/27/15, Mon		Facilities mgmt.	Print out Room Book	
Academic Senate	2nd & 4th Tuesday	-	7/28/15, Tue		Committees	Academic Senate meeting	
Accreditation Steering Committee	2nd Monday	-	7/28/15, Tue		Committees	Accreditation Steering Committee meeting	
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	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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	
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	7/27/15, Mon	8/10/15, Mon		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	-	8/11/15, Tue	?	Committees	Academic Senate meeting	
Accreditation Steering Committee	2nd Monday	-	8/11/15, Tue	x	Committees	Accreditation Steering Committee meeting	

DRAFT

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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	8/10/15, Mon	8/12/15, Wed		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	
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	
Facilities Committee	3rd Monday	-	8/17/15, Mon		Committees	Facilities Committee meeting	
Linda, others???	Fall	-	8/17/15, Mon	?	Directories	Update college website and printed directories with the names, departments, voicemail extensions, and e-mail address of all full-time and adjunct faculty.	Art. 13.D.14.
Deans, Admin. Staff	Fall	-	8/17/15, Mon	?	Instr. Asg's.	Distribute Office Hour forms to all faculty in their mailboxes and electronically.	Art. 13.C.4., Art. 13.D.8., Art. 15.
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	

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Admin. Staff	Fall	-	8/18/15, Tue	?	Ancillary Activity Asg's.	Enter assignments on SAP for D basis released time for processing grievances and implementation of Agreement, max 8.5 FTE (per AFT and Board).	Art. 8.I.
Academic Senate	1st & 3rd Tuesd	-	8/18/15, Tue	?	Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	8/18/15, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	8/18/15, Tue	?	Committees	Transfer Committee meeting	
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	
Distance Education Committee	3rd Wednesday	-	8/19/15, Wed	?	Committees	Distance Education Committee meeting	
President or designee, V.P. or designee	1-3 year cycle for each member	-	8/19/15, Wed	?	Evaluations (Administrative)	Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15.	Art. 19.H. Appendix C
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	8/19/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	8/19/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	8/19/15, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Karen	Winter/Spring	8/19/15, Wed	8/20/15, Thu		Sched. prep.	Karen updates Winter/Spring FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP	
SEAC subcommittee	3rd Thursday	-	8/20/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
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.	

DRAFT

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Karen	Summer	8/17/15, Mon	8/21/15, Fri		Sched. prep.	Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF).	
Karen, Admin. Staff	Monthly	8/18/15, Tue	8/21/15, Fri		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
Karen	Winter/Spring	8/20/15, Thu	8/21/15, Fri		Sched. prep.	Sends Winter/Spring class schedules to DEC, requests DO create the d9500 files	
FYI	Monthly	8/21/15, Fri	8/21/15, Fri		FYI	Payroll Lockout - Monthly	
Admin. Staff	Fall	8/17/15, Mon	8/24/15, Mon		Instr. Asg's.	Distribute seniority lists to Division Chairs for update (from Spring, for Fall updates).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D.
Michelle, Clarissa	Winter/Spring	8/19/15, Wed	8/24/15, Mon		Sched. prep.	Graphic Artist completes any corrections to Page Proofs for Winter/Spring schedule and sends electronic file to Printer	
SLO Committee	4th Monday	-	8/24/15, Mon	?	Committees	SLO Committee meeting	
Faculty	Fall	-	8/24/15, Mon	?	Instr. Asg's.	Faculty post their Fall office hours schedule and give copy to the V.P. of Academic Affairs.	Art. 13.C.4., Art. 13.D.8., Art. 15.
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.
Academic Senate	2nd & 4th Tuesday	-	8/25/15, Tue	?	Committees	Academic Senate meeting	
V.P., Deans, Admin. Staff	Fall	-	8/25/15, Tue		Semester prep.	Meet to discuss/prepare for 1st day/week of Fall classes	

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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	
Admin. Staff	Fall	8/19/15, Wed	8/26/15, Wed		Semester prep.	Phone calls to instructors to remind them when Fall term begins	
???	As needed	-	8/26/15, Wed	?	Accreditation	Self studies, including planning agendas, presented to Board/Chancellor	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	8/26/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	8/26/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	8/26/15, Wed		FYI	Office of Instruction follow up meeting	
Faculty	Yearly	-	8/26/15, Wed		Prof. Dev.	Non-Instruction - Staff development day	Art. 10.D.
Budget Committee	4th Thursday	-	8/27/15, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	8/27/15, Thu		Committees	Student Services Council	
Faculty	Yearly	-	8/27/15, Thu		Prof. Dev.	Non-Instruction - Staff development day	Art. 10.D.
Admin. Staff	Fall	-	8/27/15, Thu		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	
Faculty	Yearly	8/26/15, Wed	8/28/15, Fri	?	Prof. Dev.	Professional Development including Mandatory Flex Day	Art. 10.D.
V.P., Deans, Karen, Rebecca, Admin. Staff	Summer/Fall	8/26/15, Wed	8/28/15, Fri		Sched. prep.	Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations...	

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	Summer/Fall	8/26/15, Wed	8/28/15, Fri		Sched. prep.	V.P. and Deans decide on allocation for Summer/Fall and finalize any special directions to be given to the Chairs, e.g. budget, required cuts or adds...	
Karen	Summer/Fall	8/27/15, Thu	8/28/15, Fri		Sched. prep.	1. requests the district prepare for rollover on Protocol and PeopleSoft; 2. requests program schedules from the deans (i.e. Alcalá-ACT, Eric- International Online...)	
V.P., Deans, Admin. Staff	Every other Friday	-	8/28/15, Fri		FYI	Academic Affairs - all staff meeting	
Faculty	Yearly	-	8/28/15, Fri		Prof. Dev.	Non-Instruction - Staff development day	Art. 11, App. M
Faculty	Yearly	-	8/29/15, Sat		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Faculty	Yearly	-	8/30/15, Sun		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
V.P. or designee, Chairs, Div. Members	Yearly	-	8/31/15, Mon	?	Div. Goals/Mgmt	At beginning of academic year, Chairs, their divisions and V.P. or designee establish annual goals for the division.	Art. 17.D.4.
FYI	Fall	-	8/31/15, Mon		FYI	Fall classes begin	
Admin. Staff	Fall	8/18/15, Tue	9/1/15, Tue		Semester prep.	Give instructor list to Reprographics to create mail boxes.	
Admin. Staff	Fall	8/18/15, Tue	9/1/15, Tue		Semester prep.	Inform IT of new hires and retirees so they can update phone and email registries.	
Admin. Staff	Fall	8/24/15, Mon	9/1/15, Tue		Facilities mgmt.	Review room bookings	
Karen	Winter/Spring	8/25/15, Tue	9/1/15, Tue		Sched. prep.	Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP)	
Admin. Staff, Michelle	Fall	8/25/15, Tue	9/1/15, Tue		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Karen	Winter/Spring	9/1/15, Tue	9/1/15, Tue		Sched. prep.	Karen informs Info. Tech. when d9500 is available	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Professional Learning Sub Committee	?	-	9/1/15, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	1st & 3rd Tuesd	-	9/1/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	9/1/15, Tue		Div. Council	Divisional Council meeting	
Deans, Admin. Staff	1-3 year cycle for each member	-	9/1/15, Tue	?	Evaluations	Request Fall evaluation schedule from chairs.	Art. 19.
Admin. Staff	Monthly (as needed)	-	9/1/15, Tue		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Faculty	?	-	9/1/15, Tue	?	Faculty obligations	Faculty must participate in the SLO Assessment Cycle.	Appendix Q. List A.7
Faculty	?	-	9/1/15, Tue	?	Faculty obligations	Full-time faculty must participate on at least one college, district, or departmental committee or equivalent.	Appendix Q. List A.5
Admin. Staff	Yearly	-	9/1/15, Tue		Notices	Send holiday closure announcement to faculty through academic affairs email for Labor Day.	
Professional Learning Subcommittee	?	-	9/1/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Deans, Karen	Summer/Fall	-	9/1/15, Tue		Sched. prep.	Discuss Summer/Fall production schedule at the Divisional Council meeting	
Karen	Summer/Fall	8/31/15, Mon	9/2/15, Wed		Sched. prep.	Karen creates timeline for the next semester's schedule production	
Planning Committee	1st Wednesday	-	9/2/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	9/2/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	9/2/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	9/2/15, Wed		FYI	Office of Instruction follow up meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Printer	Winter/Spring	8/24/15, Mon	9/3/15, Thu		Sched. prep.	Printer prepares Blue Lines for Winter/Spring schedule and submits for approval	
Karen	Winter/Spring	9/1/15, Tue	9/3/15, Thu		Sched. prep.	1. prepares final online schedule in Word 2. sends electronic file to Eric for posting on the web for Winter/Spring	
College Council	1st Thursday	-	9/3/15, Thu		Committees	College Council meeting	
Faculty	Fall	8/31/15, Mon	9/4/15, Fri	Fa 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
FYI	Monthly	-	9/4/15, Fri		FYI	Payroll Lockout - Semi-monthly	
FYI	Yearly	-	9/7/15, Mon		Holiday	Labor Day	Art. 11, App. M
Karen, Michelle	Winter/Spring	9/3/15, Thu	9/8/15, Tue		Sched. prep.	Karen and Michelle review Blue Lines.	
Karen	Winter/Spring	9/3/15, Thu	9/8/15, Tue		Sched. prep.	Makes Winter/Spring available on ESC	
Professional Growth Committee	?	-	9/8/15, Tue		Committees	Professional Growth Committee	per K. Manner
Academic Senate	2nd & 4th Tuesday	-	9/8/15, Tue		Committees	Academic Senate meeting	
V.P. or designee, Deans, Admin. Staff	1-3 year cycle for each member	-	9/8/15, Tue	?	Evaluations	V.P. or designee sends notices to faculty members and their Chair/Supervisor of upcoming performance evaluations (at start of each semester).	Art. 19.E. Art. 19.P.
V.P., Deans	Fall	-	9/8/15, Tue	?	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).	
Distance Education Committee	?	-	9/9/15, Wed		Committees	Distance Education Committee meeting	42256
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	9/9/15, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	9/9/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	9/9/15, Wed		FYI	Office of Instruction follow up meeting	

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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	Winter/Spring	9/8/15, Tue	9/10/15, Thu		Sched. prep.	V.P., Deans and Karen review Blue Lines for Winter/Spring schedule and return to Karen	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	9/10/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Admin. Staff	Fall	8/17/15, Mon	9/11/15, Fri		Cancel classes	Distribute Fall enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Fall	8/24/15, Mon	9/11/15, Fri		Cancel classes	Review Fall enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations.	Art. 12.F.
Deans, Chairs, Admin. Staff	Fall	8/24/15, Mon	9/11/15, Fri		Sched. prep.	Review TBA sessions for Fall which must be converted to specific time/day by 2nd week of term.	Audit requirement
Admin. Staff	Fall	8/25/15, Tue	9/11/15, Fri		Cancel classes	Enter Fall class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Fall	8/25/15, Tue	9/11/15, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Fall.	Art. 12.F.
Admin. Staff	Fall	8/25/15, Tue	9/11/15, Fri		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
Michelle	Winter/Spring	9/10/15, Thu	9/11/15, Fri		Sched. prep.	Michelle returns Blue Lines for Winter/Spring schedule to printer with approval to print	
V.P., Deans, Admin. Staff	Every other Friday	-	9/11/15, Fri		FYI	Academic Affairs - all staff meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
College President, AFT	Winter	-	9/11/15, Fri	?	Instr. Asg's.	Pres. shall establish a college Intersession Committee consisting of no less than 2 faculty members as determined by AFT campus rep's and no less than 3 administrators as determined by the Pres. (to serve as appeals committee regarding priority matters).	Art. 15.D.
Chairs	Fall	8/24/15, Mon	9/14/15, Mon		Instr. Asg's.	Division Chairs update and submit seniority lists in electronic format to V.P. Deans (by the semester census date).	Art. 16. Art. 16.A.3. Art. 22.C-D.
Michelle, Clarissa	Winter/Spring	9/11/15, Fri	9/14/15, Mon		Sched. prep.	Make Winter/Spring schedule available on website in pdf format.	
President or designee	1-3 year cycle for each member	9/14/15, Mon	9/14/15, Mon		Evaluations (Comprehensive)	For Comprehensive evaluations or tenure review, the President or designee shall appoint a peer review committee.	Art. 19.G.1. Art. 42. Appendix C
Curriculum Committee?	?	-	9/14/15, Mon		Committees	Curriculum Committee Tech Review meeting	
Accreditation Steering Committee	2nd Monday	-	9/14/15, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	9/14/15, Mon		Committees	Work Environment Committee meeting	
V.P. or designee	1-3 year cycle for each member	-	9/14/15, Mon	?	Evaluations (Administrative)	Begin - Administrative evaluations (including Division Chair evaluations), the V.P. or designee shall solicit information and complete the evaluation.	Art. 19.J
Curriculum Committee	?	-	9/15/15, Tue		Committees	Curriculum Committee meeting	42262
Academic Senate	1st & 3rd Tuesd	-	9/15/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	9/15/15, Tue		Committees	Technology Committee meeting	42262
Transfer Committee	3rd Tuesday	-	9/15/15, Tue		Committees	Transfer Committee meeting	42262

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Deans, Program Directors	Summer/Fall	8/31/15, Mon	9/16/15, Wed		Sched. prep.	Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Summer/Fall schedules to Karen.	
Deans, Chairs, Faculty, Academic Affairs Team	Summer/Fall	9/1/15, Tue	9/16/15, Wed		Sched. prep.	Divisions meet to discuss upcoming AFT deadlines and plans for Summer/Fall class schedule (preparation starts a year in advance), Academic Affairs team participates.	Suggested
Deans, Chairs, Admin. Staff	Summer/Fall	9/1/15, Tue	9/16/15, Wed		Sched. prep.	Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty.	
Karen	Summer/Fall	9/14/15, Mon	9/16/15, Wed		Sched. prep.	1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...)	
Deans, Chairs, Admin. Staff	Summer/Fall	9/14/15, Mon	9/16/15, Wed		Sched. prep.	Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans.	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	9/16/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	9/16/15, Wed		FYI	Office of Instruction follow up meeting	
SEAC subcommittee	3rd Thursday	-	9/17/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	42264

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Chairs, Admin. Staff	Fall	8/17/15, Mon	9/18/15, Fri		Instr. Asg's.	Review instr. asgs for Fall. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workblock/FTEF, banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
Karen	Winter/Spring	9/18/15, Fri	9/18/15, Fri		Sched. prep.	Karen sends Excel file of Winter/Spring section list to Bookstore.	
Faculty being reviewed	1-3 year cycle for each member	-	9/18/15, Fri	?	Evaluations (Comprehensive)	The faculty member being reviewed may submit a timely challenge to the appointment of any one voting member of the peer review committee.	Art. 19.G.1.
Deans, Admin. Staff	Winter	-	9/18/15, Fri	Fa 3	Instr. Asg's.	Send notices to faculty to determine availability to teach in Winter (by end of 3rd week of prior semester).	Art. 15.A.2.
Admin. Staff	Monthly (as needed)	-	9/18/15, Fri		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Faculty	Fridays	-	9/18/15, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect	
V.P. or designee, Prob. Faculty Member, Chair, Division, Academic Senate, AFT Chapter Pres.	Yearly	8/26/15, Wed	9/21/15, Mon		Tenure Review	V.P. or designee appoints a tenure review committee within 20 days of a probationary faculty member's 1st day of service.	Art. 42.B.2. Appendix C
Info. Tech., Karen	Winter/Spring	9/11/15, Fri	9/21/15, Mon		Sched. prep.	Info. Tech. and Karen update Searchable Schedule programming for Winter/Spring and make available on website.	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Peer Review Committee	1-3 year cycle for each member	9/21/15, Mon	9/21/15, Mon	?	Evaluations (Comprehensive)	Committee elects a committee chairperson, prepares a plan for the Comprehensive evaluation process, shares the plan with the reviewee, adopts the plan and copies the reviewee and V.P.	Art. 19.G.2-4. Art. 42. Appendix C
Facilities Committee	3rd Monday	-	9/21/15, Mon		Committees	Facilities Committee meeting	
Karen	Winter/Spring	9/11/15, Fri	9/22/15, Tue		Sched. prep.	Creates programs for Winter/Spring: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use...	
Karen, Admin. Staff	Monthly	9/16/15, Wed	9/22/15, Tue		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
FYI	Monthly	9/22/15, Tue	9/22/15, Tue		FYI	Payroll Lockout - Monthly	
Academic Senate	2nd & 4th Tuesday	-	9/22/15, Tue		Committees	Academic Senate meeting	
Faculty	Fall	-	9/22/15, Tue	?	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.
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	9/23/15, Wed		Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	9/23/15, Wed		Committees	Ed. Policy & Standards Committee meeting	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	9/23/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	9/23/15, Wed		FYI	Office of Instruction follow up meeting	
Budget Committee	4th Thursday	-	9/24/15, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	9/24/15, Thu		Committees	Student Services Council	
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	-	9/24/15, Thu	?	Evaluations (Basic)	Begin - Basic evaluations, Chair/Supervisor and V.P. or designee designate the Chair/Supervisor or a tenured faculty member to complete the evaluation(s).	Art. 19.E-F. Art. 19.J. Appendix C
Faculty	Winter	9/18/15, Fri	9/25/15, Fri		Instr. Asg's.	Faculty return Winter availability forms.	Art. 15.A.2.
Printer	Winter/Spring	9/24/15, Thu	9/25/15, Fri		Sched. prep.	Printed schedules for Winter/Spring are available on campus.	
V.P., Deans, Admin. Staff	Every other Friday	-	9/25/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Chairs	Winter	-	9/25/15, Fri	Fa 4	Instr. Asg's.	Chairs establish and submit to Dean priority lists by discipline for Winter (by end of 4th week of prior semester).	Art. 15.A.2.
Tenure Review Committee	Yearly	9/21/15, Mon	9/28/15, Mon		Tenure Review	Tenure Review Committee elects its chairperson, prepares a plan for the tenure review and a general schedule to complete its work.	Art. 42.B-C. Appendix C
Deans	Fall	9/22/15, Tue	9/28/15, Mon	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
SLO Committee	4th Monday	-	9/28/15, Mon		Committees	SLO Committee meeting	
Peer Review Committee, Faculty being reviewed	1-3 year cycle for each member	-	9/28/15, Mon	?	Evaluations (Comprehensive)	Committee meets with faculty member to review process.	Art. 19. Appendix C

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Faculty	Fall	9/14/15, Mon	9/29/15, Tue	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in census rosters for Fall.	Art. 13.D.8.g.
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	9/30/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	9/30/15, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	10/1/15, Thu		Committees	College Council meeting	
V.P., Deans, Admin. Staff	Quarterly (as needed)	-	10/1/15, Thu		Overtime	Notices of office/department overtime shall be posted and updated quarterly.	Staff Guild Art. 12.B.
Faculty teaching D/DL	Winter/Spring (as needed)	9/2/15, Wed	10/2/15, Fri		Curriculum	Faculty planning to teach D/DL for the first time participate in D/DL training sessions and demonstrate proficiency.	Art. 40.B.
Karen	Summer/Fall	9/21/15, Mon	10/2/15, Fri		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.	
Tenure Review Committee, Probationary member	Yearly	9/28/15, Mon	10/5/15, Mon		Tenure Review	Tenure Review Committee meets with probationary faculty member to review the process, shares the review plan and solicits the members comments. Probationary faculty member prepares and maintains a tenure review portfolio.	Art. 42.B. Appendix C
Admin. Staff	Summer/Fall	9/30/15, Wed	10/5/15, Mon		Sched. prep.	Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production.	
Peer Review Committee	1-3 year cycle for each member	-	10/5/15, Mon	?	Evaluations (Comprehensive)	Committee finalizes plan after review by faculty.	Art. 19. Appendix C

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Admin. Staff	Monthly (as needed)	-	10/5/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Faculty member	Spring (As needed)	-	10/5/15, 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	1st & 3rd Tuesd	-	10/6/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	10/6/15, Tue		Div. Council	Divisional Council meeting	
Student Success / ATD Core Team	1st Wednesday	-	10/7/15, Wed		Committees	Student Success / ATD Committee meeting	
FYI	Monthly	-	10/7/15, Wed		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	10/7/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	10/7/15, Wed		FYI	Office of Instruction follow up meeting	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	10/8/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Employees, District	Yearly	9/14/15, Mon	10/9/15, Fri		Benefits	Employees enroll online and/or submit all required paperwork (and premiums as necessary) for the District's benefit plans (e.g. health, dental...) during open enrollment or at other times as allowed in Article 27.	Art. 27.
V.P. or designee	Winter	9/25/15, Fri	10/9/15, Fri	Fa 6	Instr. Asg's.	V.P. reviews priority lists for Winter for accuracy and provides electronic copies to Div. Chairs, all full-time faculty, AFT Chapter President and AFT Grievance Rep. (within 10 working days after 4th week of prior semester).	Art. 15.C.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Admin. Staff	Winter	9/28/15, Mon	10/9/15, Fri	Fa 6	Instr. Asg's.	Initial offers of employment made to faculty for Winter (by end of 6th week of prior semester).	Art. 15.A.2.
V.P., Deans, Admin. Staff	Every other Friday	-	10/9/15, Fri		FYI	Academic Affairs - all staff meeting	
V.P., Tenure Review Committee	Yearly	10/5/15, Mon	10/12/15, Mon		Tenure Review	Tenure Review Committee sends review plan to V.P. V.P. approves review plan and returns it to the committee. Committee continues with the evaluation.	Art. 42.B-C. Appendix C
Accreditation Steering Committee	2nd Monday	-	10/12/15, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	10/12/15, Mon		Committees	Work Environment Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	10/12/15, Mon	?	Evaluations (Comprehensive)	Committee sends final plan to V.P.	Art. 19. Appendix C
Professional Learning Sub Committee	?	-	10/13/15, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	10/13/15, Tue		Committees	Academic Senate meeting	
Professional Learning Subcommittee	?	-	10/13/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Deans, Chairs, Admin. Staff	Summer/Fall	10/5/15, Mon	10/14/15, Wed		Sched. prep.	Deans meet with Chairs to discuss the Galleys , supporting documents and process for Summer/Fall.	
Distance Education Committee	?	-	10/14/15, Wed		Committees	Distance Education Committee meeting	
Planning Committee	1st Wednesday	-	10/14/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	10/14/15, Wed		Committees	Ed. Policy & Standards Committee meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	-	10/14/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	10/14/15, Wed		FYI	Office of Instruction follow up meeting	
SEAC subcommittee	3rd Thursday	-	10/15/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Deans	Fall	9/28/15, Mon	10/16/15, 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.
District Office, President, V.P.s, Hansel...	Quarterly	-	10/16/15, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	10/16/15, Fri	?	Budget	Submit 1st Quarter Report	
Deans, Admin. Staff	Spring	-	10/16/15, Fri	?	Instr. Asg's.	Distribute Workblock/FTEF forms to all faculty in their mailboxes and electronically.	Art. 13.A.1., Art. 13.C.4., Art. 13.D.8., Art. 15.
Faculty	?	-	10/16/15, Fri		Prof. Dev.	TBD (probably tenure review process)	per K. Manner
Faculty	Fridays	-	10/16/15, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect	
V.P., Chairs	Spring (As needed)	10/5/15, Mon	10/19/15, 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
Curriculum Committee?	?	-	10/19/15, Mon		Committees	Curriculum Committee Tech Review meeting	
Facilities Committee	3rd Monday	-	10/19/15, Mon		Committees	Facilities Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	10/19/15, Mon	?	Evaluations (Comprehensive)	Begin - Comprehensive evaluation. Committee gathers data and begins review.	Art. 19.G.5. Art. 42. Appendix C
Faculty member	Each term-As needed	-	10/19/15, Mon	?	Instr. Asg's.	A Faculty member may request to participate in Load Banking.	Art. 39.B. Appendix K

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Tenure Review Committee	Yearly	-	10/19/15, Mon		Tenure Review	Tenure Review Committee begins gathering data.	Art. 42.B-C. Appendix C
Curriculum Committee	?	-	10/20/15, Tue		Committees	Curriculum Committee meeting	
Academic Senate	1st & 3rd Tuesday	-	10/20/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	10/20/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	10/20/15, Tue		Committees	Transfer Committee meeting	
Chair, Faculty member	Each term- As needed	-	10/20/15, Tue	?	Instr. Asg's.	Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to	Art. 39.B. Appendix K
Admin. Staff	Monthly (as needed)	-	10/20/15, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	10/21/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	10/21/15, Wed		FYI	Office of Instruction follow up meeting	
Chairs, Program Directors, Faculty	Summer/Fall	10/5/15, Mon	10/22/15, Thu		Sched. prep.	Chairs consult with their division and program directors to discuss/redline the Galleys and program schedules for Summer/Fall, and submit redlines to Karen	
Karen	Summer/Fall	10/5/15, Mon	10/22/15, Thu		Sched. prep.	Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans	
Dean, Chair, Scheduler, Admin. Staff	Summer/Fall	10/5/15, Mon	10/22/15, Thu		Sched. prep.	Tentatively 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.
FYI	Monthly	10/22/15, Thu	10/22/15, Thu		FYI	Payroll Lockout - Monthly	
Budget Committee	4th Thursday	-	10/22/15, Thu		Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	10/22/15, Thu		Committees	Student Services Council	
V.P. or designee	1-3 year cycle for each member	-	10/22/15, Thu	?	Evaluations (Administrative)	Continue - Administrative evaluations (including Division Chair evaluations).	Art. 19.J-M.

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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.	Fall	9/14/15, Mon	10/23/15, Fri	Fa 8	Instr. Asg's.	V.P. reviews updated seniority lists for accuracy and provides electronically to chairs, adjunct faculty, AFT Chapter Pres. & grievance rep. by 8 th week of semester). V.P. maintains record of bumps (which may be viewed by AFT).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. new-Art. 16.B.4.
Faculty	Winter	10/9/15, Fri	10/23/15, Fri	Fa 8	Instr. Asg's.	Faculty return Winter offer letters to Chairs (by end of 8th week of prior semester).	Art. 15.A.2.
Karen, Admin. Staff	Monthly	10/20/15, Tue	10/23/15, Fri		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
V.P., Deans, Admin. Staff	Every other Friday	-	10/23/15, Fri		FYI	Academic Affairs - all staff meeting	
Faculty teaching D/DL	Winter	10/12/15, Mon	10/26/15, Mon	?	Instr. Asg's.	Faculty who agree to an increased enrollment limit in their D/DL class, submit written approval prior to the term's priority enrollment start.	Art. 40.C.
Admin. Staff	Fall	10/19/15, Mon	10/26/15, Mon		Facilities mgmt.	Review room bookings for mid-Fall	
SLO Committee	4th Monday	-	10/26/15, Mon		Committees	SLO Committee meeting	
FYI	Fall	-	10/26/15, Mon		FYI	Fall's 2nd 8-week classes begin	
FYI	Winter	-	10/26/15, Mon		FYI	Priority registration for Winter begins	
V.P.	Each term- As needed	-	10/26/15, Mon	?	Instr. Asg's.	V.P. approves faculty member's Load Banking Plan.	Art. 39.B. Appendix K
Academic Senate	2nd & 4th Tuesday	-	10/27/15, Tue		Committees	Academic Senate meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	10/28/15, Wed		Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	10/28/15, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	10/28/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	10/28/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Fall	10/12/15, Mon	10/30/15, Fri		Cancel Classes-Late Start	Distribute Fall 2nd-8 weeks enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
Deans, Chairs, Admin. Staff	Fall	10/12/15, Mon	10/30/15, Fri		Instr. Asg's.	Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workblock/FTEF, banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
Faculty	Spring	10/16/15, Fri	10/30/15, Fri	?	Instr. Asg's.	Faculty return completed Workblock/FTEF Forms.	Art. 13.D.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Fall	10/19/15, Mon	10/30/15, Fri		Cancel Classes-Late Start	Review Fall enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes.	Art. 12.F.
Admin. Staff	Fall	10/20/15, Tue	10/30/15, Fri		Cancel Classes-Late Start	Enter Fall class cancelations on Protocol for late start classes. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Fall	10/20/15, Tue	10/30/15, Fri		Cancel Classes-Late Start	Notify students, instructors and Student Services of cancelled classes for late start classes for Fall.	Art. 12.F.

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Admin. Staff	Winter	10/23/15, Fri	10/30/15, Fri		Instr. Asg's.	Phone calls to instructors regarding return of missing offer letters for Winter.	Art. 15.A.2.
Faculty	Fall	10/26/15, Mon	10/30/15, Fri	? Fa 9	Rosters-Census, Exclusion, Grade, PA	Faculty submit Active Enrollment Rosters prior to 60% completion of the semester	
Faculty	Winter/Spring	-	10/30/15, Fri		Sched. prep.	Book Orders Due for Winter/Spring	
Deans, Admin. Staff	Summer/Fall	10/20/15, Tue	11/2/15, Mon		Sched. prep.	Schedule meetings between Deans, Chairs and Karen to discuss the galley redlines.	
Deans, Chairs, Academic Affairs team	Summer/Fall	10/22/15, Thu	11/2/15, Mon		Sched. prep.	Deans meet with Chairs and others, review the Galley redlines for Summer/Fall, then submit to Karen	
Peer Review Committee	1-3 year cycle for each member	-	11/2/15, Mon	?	Evaluations (Comprehensive)	Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee.	Art. 19.G.5. Art. 42. Appendix C
Admin. Staff	Monthly (as needed)	-	11/2/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Academic Senate	1st & 3rd Tuesday	-	11/3/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	11/3/15, Tue		Div. Council	Divisional Council meeting	
???	As needed	-	11/4/15, Wed	?	Accreditation	In November - College constituencies sign off on report before submitting to Board	
Planning Committee	1st Wednesday	-	11/4/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	11/4/15, Wed	?	Committees	Student Success / ATD Committee meeting	
FYI	Monthly	-	11/4/15, Wed		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	11/4/15, Wed		FYI	Office of Instruction meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Deans, Admin. Staff	Wednesdays	-	11/4/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Yearly	-	11/4/15, Wed		Notices	Send holiday closure announcement to faculty through academic affairs email for Veteran's Day.	
College Council	1st Thursday	-	11/5/15, Thu		Committees	College Council meeting	
V.P. (via Admin. Staff)	Spring	10/30/15, Fri	11/6/15, Fri	Fa 10	Instr. Asg's.	Offer letters are mailed (email with return receipt acceptable) for Spring adjunct assignments (by end of 10th week of prior semester).	Art. 16.A.4.
V.P., Deans, Admin. Staff	Every other Friday	-	11/6/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Admin. Staff	Summer/Fall	10/29/15, Thu	11/9/15, Mon		Sched. prep.	Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines.	
Karen	Summer/Fall	11/2/15, Mon	11/9/15, Mon		Sched. prep.	1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during galley prep 3. request District do global changes if needed	
Deans, Chairs, Academic Affairs team	Summer/Fall	11/2/15, Mon	11/9/15, Mon		Sched. prep.	Deans hold follow up meetings with Chairs, review/finalize the Galley redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen	
Accreditation Steering Committee	2nd Monday	-	11/9/15, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	11/9/15, Mon		Committees	Work Environment Committee meeting	
Faculty being reviewed	1-3 year cycle for each member	-	11/9/15, Mon	?	Evaluations (Comprehensive)	Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee.	Art. 19.G.9. Art. 42. Appendix C

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Tenure Review Committee, Probationary member	Yearly	-	11/9/15, Mon		Tenure Review	Tenure Review Committee gathers and summarizes data, shares with faculty member in a final evaluation committee meeting.	Art. 42.C. Appendix C
Professional Learning Sub Committee	?	-	11/10/15, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	11/10/15, Tue		Committees	Academic Senate meeting	
Professional Learning Subcommittee	?	-	11/10/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	11/11/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	11/11/15, Wed		FYI	Office of Instruction follow up meeting	
FYI	Yearly	-	11/11/15, Wed		Holiday	Veteran's Day	Art. 11, App. M
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	11/12/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Faculty teaching D/DL	Spring	11/2/15, Mon	11/16/15, Mon	?	Instr. Asg's.	Faculty who agree to an increased enrollment limit in their D/DL class, submit written approval prior to the term's priority enrollment start.	Art. 40.C.
Curriculum Committee?	?	-	11/16/15, Mon		Committees	Curriculum Committee Tech Review meeting	
Facilities Committee	3rd Monday	-	11/16/15, Mon		Committees	Facilities Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	11/16/15, Mon	?	Evaluations (Comprehensive)	If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee.	Art. 19.G.9. Art. 42. Appendix C
FYI	Spring	-	11/16/15, Mon	?	FYI	Priority registration for Spring begins	

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Admin. Staff	Monthly (as needed)	-	11/16/15, Mon		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Curriculum Committee	?	-	11/17/15, Tue		Committees	Curriculum Committee meeting	
Academic Senate	1st & 3rd Tuesday	-	11/17/15, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	11/17/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	11/17/15, Tue	?	Committees	Transfer Committee meeting	
Karen, Admin. Staff	Monthly	11/13/15, Fri	11/18/15, Wed		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
FYI	Monthly	11/18/15, Wed	11/18/15, Wed		FYI	Payroll Lockout - Monthly	
Distance Education Committee	?	-	11/18/15, Wed		Committees	Distance Education Committee meeting	
V.P. or designee	1-3 year cycle for each member	-	11/18/15, 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	-	11/18/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	11/18/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Yearly	-	11/18/15, Wed		Notices	Send holiday closure announcement to faculty through academic affairs email for Thanksgiving days.	
Probationary faculty member	Yearly	11/9/15, Mon	11/19/15, Thu		Tenure Review	Probationary member has 10 days to comment on review before it is forwarded to V.P.	Art. 42.B. Appendix C
SEAC subcommittee	3rd Thursday	-	11/19/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Student Services Council	4th Thursday	-	11/19/15, Thu		Committees	Student Services Council	
V.P., Deans, Admin. Staff	Every other Friday	-	11/20/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Chairs, Admin. Staff	Winter	-	11/20/15, Fri	Fa 12	Instr. Asg's.	All Winter assignments filled by this date (end of 12th week of prior semester).	Art. 15.A.2.
Faculty	?	-	11/20/15, Fri		Prof. Dev.	Leadership retreat	per K. Manner
Faculty	Spring	11/6/15, Fri	11/23/15, Mon	Fa 13	Instr. Asg's.	Faculty return written acceptance or refusal of Spring adjunct assignment within 10 working days of the offer.	Art. 16.A.4.
Karen	Summer/Fall	11/9/15, Mon	11/23/15, Mon		Sched. prep.	1. puts Galley redlines on Protocol, & ACT, Puente, Intern'l, Jumpstart... (if not done already), 2. misc. clean up.	
SLO Committee	4th Monday	-	11/23/15, Mon		Committees	SLO Committee meeting	
Academic Senate	2nd & 4th Tuesday	-	11/24/15, Tue		Committees	Academic Senate meeting	
V.P. or designee	1-3 year cycle for each member	-	11/24/15, Tue	?	Evaluations (Administrative)	Complete - Administrative evaluations (including Division Chair evaluations).	Art. 19.J-M.
Peer Review Committee	1-3 year cycle for each member	-	11/24/15, 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 V.P.	Art. 19.G.11. Art. 42. Appendix C
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	9/24/15, Thu	11/25/15, Wed	?	Evaluations (Basic)	Continue - Basic evaluations.	Art. 19.E-F. Art. 19.J. Appendix C

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	11/25/15, Wed	?	Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	11/25/15, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	11/25/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	11/25/15, Wed		FYI	Office of Instruction follow up meeting	
Budget Committee	4th Thursday	-	11/26/15, Thu	?	Committees	Budget Committee meeting	
FYI	Yearly	-	11/26/15, Thu		Holiday	Thanksgiving	Art. 11, App. M
FYI	Yearly	-	11/27/15, Fri		Holiday	Thanksgiving Friday	Art. 11, App. M
Faculty	Yearly	-	11/28/15, Sat		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Faculty	Yearly	-	11/29/15, Sun		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
V.P.	Yearly	11/19/15, Thu	11/30/15, Mon		Tenure Review	V.P. and Deans meet to review eval; V.P. signs off. Addresses comments and changes if any. Portfolio to be carried through all 4 prob. Years by admin designee.	Art. 42.C. Appendix C
Admin. Staff	Spring	11/23/15, Mon	11/30/15, Mon		Instr. Asg's.	Phone calls to instructors regarding return of missing offer letters for Spring.	Art. 15.A.2.
Karen	Summer/Fall	11/23/15, Mon	11/30/15, Mon		Sched. prep.	Karen exports schedule " Camera Ready " report, begins formating and clean up	
Karen	Summer/Fall	11/30/15, Mon	12/1/15, Tue		Sched. prep.	Karen preps course level inf. for review, gives to Ara, Adriana and Curriculum Asst.	
Academic Senate	1st & 3rd Tuesd	-	12/1/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	12/1/15, Tue		Div. Council	Divisional Council meeting	
Faculty being reviewed	1-3 year cycle for each member	-	12/1/15, Tue	?	Evaluations (Comprehensive)	Faculty member being reviewed has 5 days to submit comments on the revised Comprehensive evaluation summary.	Art. 19 Appendix C

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	Summer/Fall	12/1/15, Tue	12/2/15, Wed		Sched. prep.	Karen preps online schedule for review, gives to Eric	
Planning Committee	1st Wednesday	-	12/2/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	12/2/15, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	12/2/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	12/2/15, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	12/3/15, Thu		Committees	College Council meeting	
V.P. or designee	1-3 year cycle for each member	-	12/3/15, 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 member	8/24/15, Mon	12/4/15, Fri	?	Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C
V.P. (via Admin. Staff)	Spring	11/30/15, Mon	12/4/15, Fri		Instr. Asg's.	Notices to faculty not being offered a Spring assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process.	Art. 16.A.4.
V.P. or designee, Chair, Supervisor or designated faculty member	1-3 year cycle for each member	-	12/4/15, 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	-	12/4/15, 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.

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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, Admin. Staff	Every other Friday	-	12/4/15, Fri		FYI	Academic Affairs - all staff meeting	
Faculty	?	-	12/4/15, Fri		Prof. Dev.	Tenure track faculty social	per K. Manner
V.P.	Yearly	-	12/4/15, Fri		Tenure Review	Evaluation materials are submitted to the President for review.	
Admin. Staff	Monthly (as needed)	-	12/7/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
FYI	Monthly	-	12/7/15, Mon		FYI	Payroll Lockout - Semi-monthly	
V.P.	Yearly	-	12/7/15, Mon		Tenure Review	V.P. forwards completed evaluation to faculty member. Probationary member has 10 days to add a written statement to completed evaluation.	Art. 42.C-E. Appendix C
Professional Growth Committee	?	-	12/8/15, Tue		Committees	Professional Growth Committee	per K. Manner
Professional Learning Sub Committee	?	-	12/8/15, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	12/8/15, Tue		Committees	Academic Senate meeting	
Professional Learning Subcommittee	?	-	12/8/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
???	As needed	-	12/9/15, Wed	?	Accreditation	Board approval of report (scheduled)	
Distance Education Committee	?	-	12/9/15, Wed		Committees	Distance Education Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	12/9/15, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	12/9/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	12/9/15, Wed		FYI	Office of Instruction follow up meeting	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	12/10/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Deans, Chairs	Fall	8/24/15, Mon	12/11/15, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Fall	9/1/15, Tue	12/11/15, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	
V.P., Deans, Chairs, Admin. Staff	Fall	11/30/15, Mon	12/11/15, Fri		Instr. Asg's.	Review seniority lists for Fall and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D.
Accreditation Steering Committee	2nd Monday	-	12/14/15, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	12/14/15, Mon		Committees	Work Environment Committee meeting	
Admin. Staff	Winter	-	12/14/15, Mon		Facilities mgmt.	Print out Room Book	
Deans, Admin. Staff	Winter	-	12/14/15, Mon	?	Instr. Asg's.	Distribute Office Hour forms to all faculty in their mailboxes and electronically.	Art. 13.C.4., Art. 13.D.8., Art. 15.
Admin. Staff	Yearly	-	12/14/15, Mon		Notices	Send holiday announcement to faculty through academic affairs email for year end holidays and non-instruction days.	
V.P. Tenure Review Committee	Yearly	-	12/14/15, Mon		Tenure Review	Process is complete and recommendation is made as to status of next probationary contract.	Art. 42.C-E. Appendix C
Ara, Adrian, Curriculum Asst.	Summer/Fall	12/1/15, Tue	12/15/15, Tue		Sched. prep.	Reviews course attributes from Camera Ready report for Summer/Fall, redlines corrections and submits to Karen	
Eric Ichon	Summer/Fall	12/2/15, Wed	12/15/15, Tue		Sched. prep.	Eric Ichon reviews/refines online schedule for Summer/Fall and submits to Karen.	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	Summer/Fall	12/14/15, Mon	12/15/15, Tue		Sched. prep.	Sets up dummy sections on DEC for Summer/Fall, request District run program to set dates (e.g. census, LDTD...)	
President or designee	Yearly	12/14/15, Mon	12/15/15, Tue	?	Tenure Review	Before March 15, President forwards his and the Tenure Review Committee's recommendations to the Board regarding faculty member's continued service.	Art. 42.G.
Technology Committee	3rd Tuesday	-	12/15/15, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	12/15/15, Tue	?	Committees	Transfer Committee meeting	
Admin. Staff	Monthly (as needed)	-	12/15/15, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Admin. Staff	Winter	12/9/15, Wed	12/16/15, Wed		Semester prep.	Phone calls to instructors to remind them when Winter term begins	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	12/16/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	12/16/15, Wed		FYI	Office of Instruction follow up meeting	
Karen, Admin. Staff	Monthly	12/11/15, Fri	12/17/15, Thu		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
FYI	Monthly	12/17/15, Thu	12/17/15, Thu		FYI	Payroll Lockout - Monthly	
SEAC subcommittee	3rd Thursday	-	12/17/15, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Student Services Council	4th Thursday	-	12/17/15, Thu		Committees	Student Services Council	
Deans, Chairs, Faculty	Fall	11/30/15, Mon	12/18/15, Fri		Faculty obligations	Encourage instructors to encourage students to apply for degrees and/or certificates.	
Deans, Chairs	Winter	12/14/15, Mon	12/18/15, Fri	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.

DRAFT

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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	Fall	12/14/15, Mon	12/18/15, Fri		Sched. prep.	Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF).	
V.P., Deans, Admin. Staff	Every other Friday	-	12/18/15, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Fall	12/14/15, Mon	12/20/15, Sun		FYI	Final Exams for Fall.	Appendix M
Facilities Committee	3rd Monday	-	12/21/15, Mon		Committees	Facilities Committee meeting	
Faculty	Yearly	-	12/21/15, Mon		Non-Instrct. Day	Non-Instruction day	Art. 11, App. M
Academic Senate	2nd & 4th Tuesday	-	12/22/15, Tue		Committees	Academic Senate meeting	
Faculty	Yearly	-	12/22/15, Tue		Non-Instrct. Day	Non-Instruction day	Art. 11, App. M
V.P., Deans, Admin. Staff	Winter	12/14/15, Mon	12/23/15, Wed		Semester prep.	Meet to discuss/prepare for 1st day/week of Winter classes	
Board, AFT	Spring	-	12/23/15, Wed	?	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 Agreement.	Art. 8.I.
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	12/23/15, Wed	?	Committees	Resource Development Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	12/23/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	12/23/15, Wed		FYI	Office of Instruction follow up meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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., Division Chair, Retiring member	Spring (As needed)	-	12/23/15, Wed		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 section.	Art. 22.C-D.
Faculty	Yearly	-	12/23/15, Wed		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Budget Committee	4th Thursday	-	12/24/15, Thu ?		Committees	Budget Committee meeting	
FYI	Yearly	-	12/24/15, Thu		Holiday	Xmas Eve	Art. 11, App. M
FYI	Yearly	-	12/25/15, Fri		Holiday	Xmas	Art. 11, App. M
Faculty	Yearly	-	12/26/15, Sat		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Faculty	Yearly	-	12/27/15, Sun		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Faculty	Yearly	-	12/28/15, Mon		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Faculty	Fall	12/21/15, Mon	12/29/15, Tue		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.
Faculty	Yearly	-	12/29/15, Tue		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	12/30/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	12/30/15, Wed		FYI	Office of Instruction follow up meeting	
FYI	Yearly	-	12/30/15, Wed		Holiday	Admissions Day	Art. 11, App. M
FYI	Yearly	-	12/31/15, Thu		Holiday	New Year's Eve	Art. 11, App. M
V.P., Deans, Admin. Staff	Every other Friday	-	1/1/16, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Yearly	-	1/1/16, Fri		Holiday	New Year's Day	Art. 11, App. M

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
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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MASTER CALENDAR OF TIMELINES & TASKS - Academic Affairs & Office of Instruction

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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	
FYI	Yearly	-	1/18/16, Mon		Holiday	Martin Luther King Day	Art. 11, App. M
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	Spring	-	1/19/16, Tue	?	Ancillary Activity Asg's.	Enter assignments on SAP for D basis released time for processing grievances and implementation of Agreement, max 8.5 FTE (per AFT and Board).	Art. 8.I.
Academic Senate	1st & 3rd Tuesd	-	1/19/16, Tue	?	Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	1/19/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	1/19/16, Tue	?	Committees	Transfer Committee meeting	
Deans, Admin. Staff	Yearly	-	1/19/16, Tue	?	Elections / Selections / Appointments	Send notification of Adjunct Representatives elections (request nominations). Timing is not defined by contract (s/b before spring census).	Art. 17.B.3.
Admin. Staff	Monthly (as needed)	-	1/19/16, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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.	
Distance Education Committee	3rd Wednesday	-	1/20/16, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	1/20/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/20/16, Wed		FYI	Office of Instruction follow up meeting	
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)	
Karen, Admin. Staff	Monthly	1/19/16, Tue	1/21/16, 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... 	
FYI	Monthly	1/21/16, Thu	1/21/16, Thu		FYI	Payroll Lockout - Monthly	
SEAC subcommittee	3rd Thursday	-	1/21/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Karen	Summer/Fall	1/20/16, Wed	1/22/16, Fri		Sched. prep.	1. Karen enters any changes from review of Summer/Fall schedule 2. sends MS Word file to Michelle/Clarissa	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
District Office, President, V.P.s, Hansel...	Quarterly	-	1/22/16, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	1/22/16, Fri	?	Budget	Submit 2nd Quarter Report	
Facilities Committee	3rd Monday	-	1/25/16, Mon		Committees	Facilities Committee meeting	
Linda, others???	Spring	-	1/25/16, Mon	?	Directories	Update college website and printed directories with the names, departments, voicemail extensions, and e-mail address of all full-time and adjunct faculty.	Art. 13.D.14.
Deans, Admin. Staff	Spring	-	1/25/16, Mon	?	Instr. Asg's.	Distribute Office Hour forms to all faculty in their mailboxes and electronically.	Art. 13.A.1., Art. 13.C.4., Art. 13.D.8., Art. 15.
Academic Senate	2nd & 4th Tuesday	-	1/26/16, Tue		Committees	Academic Senate meeting	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	1/27/16, Wed	?	Committees	Resource Development Committee meeting	
President or designee, V.P. or designee	As needed	-	1/27/16, 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
President or designee, V.P. or designee	1-3 year cycle for each member	-	1/27/16, 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	-	1/27/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	1/27/16, Wed		FYI	Office of Instruction follow up meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Budget Committee	4th Thursday	-	1/28/16, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	1/28/16, Thu		Committees	Student Services Council	
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
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.	
Michelle, Clarissa	Summer/Fall	1/21/16, Thu	1/29/16, Fri		Sched. prep.	Graphic Artist submits draft cover and wrap for Summer/Fall to President, V.P. and Deans for review	
V.P., Deans, Admin. Staff	Every other Friday	-	1/29/16, Fri		FYI	Academic Affairs - all staff meeting	
District Office	Fall	-	1/29/16, Fri		Supervision Pay	Supervisor Pay is issued by District Office (last pay period of semester)	Art. 17.F.6.
Admin. Staff	Spring	1/25/16, Mon	2/1/16, Mon		Instr. Asg's.	Distribute seniority lists to Division Chairs for update (from Fall, for Spring updates).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D.
V.P.s	Yearly	-	2/1/16, Mon	?	Budget	V.P.s reconcile budget with Preliminary Allocation	
Admin. Staff	Monthly (as needed)	-	2/1/16, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Faculty	Spring	-	2/1/16, Mon	?	Instr. Asg's.	Faculty post their Spring office hours schedule and give copy to the V.P. of Academic Affairs.	Art. 13.C.4., Art. 13.D.8., Art. 15.
V.P. Tenure Review Committee	Yearly	-	2/1/16, Mon		Tenure Review	If Administrative Evaluation is needed it should commence no later than the 3rd week of the following semester, pending outcome of process, be presented to BOT before March 15.	Art. 42.C-E. Appendix C

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Academic Senate	1st & 3rd Tuesd	-	2/2/16, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	2/2/16, Tue	?	Div. Council	Divisional Council meeting	
V.P., Deans, Admin. Staff	Spring	-	2/2/16, Tue		Semester prep.	Meet to discuss/prepare for 1st day/week of Spring classes	
Admin. Staff	Spring	1/27/16, Wed	2/3/16, Wed		Semester prep.	Phone calls to instructors to remind them when Spring term begins	
Budget Committee	Yearly	-	2/3/16, Wed	?	Budget	Budget Committee recommends budget to College Council	
Planning Committee	1st Wednesday	-	2/3/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	2/3/16, Wed	?	Committees	Student Success / ATD Committee meeting	
FYI	Monthly	-	2/3/16, Wed		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/3/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/3/16, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	2/4/16, Thu	?	Committees	College Council meeting	
Admin. Staff	Spring	-	2/4/16, Thu		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	
Deans	Winter	1/19/16, Tue	2/5/16, 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.
Michelle, Clarissa	Summer/Fall	1/22/16, Fri	2/5/16, Fri		Sched. prep.	Graphic Artist completes layout of Summer/Fall schedule and submits Page Proofs to Karen for review	
Karen	Winter	2/1/16, Mon	2/5/16, Fri		Sched. prep.	Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF).	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Admin. Staff	Yearly	-	2/5/16, Fri		Notices	Send holiday closure announcement to faculty through academic affairs email for President's Days holidays.	
Faculty	?	-	2/5/16, Fri		Prof. Dev.	Spring summitt	per K. Manner
Michelle	Summer/Fall	-	2/5/16, Fri		Sched. prep.	Michelle faxes bids to printers, collects bids and determines lowest	
Admin. Staff	Spring	1/26/16, Tue	2/8/16, Mon		Semester prep.	Give instructor list to Mailroom to create mail boxes.	
Admin. Staff	Spring	1/26/16, Tue	2/8/16, Mon		Semester prep.	Inform IT of new hires and retirees so they can update phone and email registries.	
Admin. Staff, Michelle	Spring	2/1/16, Mon	2/8/16, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Accreditation Steering Committee	2nd Monday	-	2/8/16, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	2/8/16, Mon		Committees	Work Environment Committee meeting	
Faculty	Yearly	-	2/8/16, Mon	?	Elections / Selections / Appointments	Nominations for Adjunct Representatives are due (to Academic Affairs).	Art. 17.B.3.
Deans, Admin. Staff	1-3 year cycle for each member	-	2/8/16, Mon	?	Evaluations	Request Spring evaluation schedule from chairs.	Art. 19. Appendix C
AFT, District	Yearly	-	2/8/16, Mon	?	Evaluations	Training shall be scheduled for all evaluators (as developed by AFT and District).	Art. 19.A.3. (new)
FYI	Spring	-	2/8/16, Mon		FYI	Spring classes begin	
Karen	Summer/Fall	2/5/16, Fri	2/9/16, Tue		Sched. prep.	Karen reviews Summer/Fall Page Proofs then submits to Deans for review	
Michelle	Summer/Fall	2/5/16, Fri	2/9/16, Tue		Sched. prep.	Michelle submits PO request	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Professional Learning Sub Committee	?	-	2/9/16, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	2/9/16, Tue		Committees	Academic Senate meeting	
Deans, Admin. Staff	Yearly	-	2/9/16, Tue	?	Elections / Selections / Appointments	Ballots for Adjunct Representatives Elections are distributed.	Art. 17.B.3.
Professional Learning Subcommittee	?	-	2/9/16, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	2/10/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/10/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/10/16, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Spring	2/1/16, Mon	2/11/16, Thu		Facilities mgmt.	Review room bookings	
Faculty	Spring	2/8/16, Mon	2/11/16, Thu	Sp 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
Deans	Summer/Fall	2/9/16, Tue	2/11/16, Thu		Sched. prep.	Deans review Summer/Fall Page Proofs, redline any egregious errors and return to Karen	
College Council	Yearly	-	2/11/16, Thu	?	Budget	College Council recommends budget to President	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	2/11/16, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Faculty member, District HR	Yearly	-	2/11/16, Thu		Hiring	Faculty member who petitions for recognition of competence in a "Faculty Service Area" must provide all records necessary to the District by February 15 of that academic year. HR does initial screening for status eligibility and notify member of results.	Art. 21.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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, Admin. Staff	Every other Friday	-	2/12/16, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Yearly	-	2/12/16, Fri		Holiday	Presidents' holidays	Art. 11, App. M
Faculty	Yearly	-	2/13/16, Sat		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
Faculty	Yearly	-	2/14/16, Sun		Non-Instrect. Day	Non-Instruction day	Art. 11, App. M
FYI	Yearly	-	2/15/16, Mon		Holiday	Presidents' holidays	Art. 11, App. M
Chairs	Yearly	2/5/16, Fri	2/16/16, Tue	?	Budget	Helen provides the Budget Prep. Memo, Accounts and Employees Worksheets to the Deans for distribution.	
Faculty	Winter	2/8/16, Mon	2/16/16, Tue		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.
President	Yearly	-	2/16/16, Tue	?	Budget	President approves budget	
Academic Senate	1st & 3rd Tuesdays	-	2/16/16, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	2/16/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	2/16/16, Tue	?	Committees	Transfer Committee meeting	
V.P. or designee, Deans, Admin. Staff	1-3 year cycle for each member	-	2/16/16, Tue	?	Evaluations	V.P. or designee sends notices to faculty members and their Chair/Supervisor of upcoming performance evaluations (at start of each semester).	Art. 19.E. Art. 19.P.
Distance Education Committee	3rd Wednesday	-	2/17/16, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/17/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/17/16, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	2/17/16, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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	Spring	-	2/17/16, Wed	?	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).	
Karen	Summer/Fall	2/11/16, Thu	2/18/16, Thu		Sched. prep.	Karen enters Page Proof redlines (if any) for Summer/Fall and returns redlined Page Proofs to Michelle	
Karen, Admin. Staff	Monthly	2/16/16, Tue	2/18/16, 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... 	
SEAC subcommittee	3rd Thursday	-	2/18/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Admin. Staff	Spring	1/25/16, Mon	2/19/16, Fri		Cancel classes	Distribute Spring enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Spring	2/1/16, Mon	2/19/16, Fri		Cancel classes	Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations.	Art. 12.F.
Deans, Chairs, Admin. Staff	Spring	2/1/16, Mon	2/19/16, Fri		Sched. prep.	Review TBA sessions for Spring which must be converted to specific time/day by 2nd week of term.	Audit requirement
Admin. Staff	Spring	2/2/16, Tue	2/19/16, Fri		Cancel classes	Enter Spring class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Spring	2/2/16, Tue	2/19/16, Fri		Cancel classes	Notify students, instructors and Student Services of cancelled classes for Spring.	Art. 12.F.

DRAFT

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Admin. Staff	Spring	2/2/16, Tue	2/19/16, Fri		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
FYI	Monthly	2/19/16, Fri	2/19/16, Fri		FYI	Payroll Lockout - Monthly	
College President, AFT	Summer	-	2/19/16, Fri	?	Instr. Asg's.	Pres. shall establish a college Intersession Committee consisting of no less than 2 faculty members as determined by AFT campus rep's and no less than 3 administrators as determined by the Pres. (to serve as appeals committee regarding priority matters).	Art. 15.D.
President, V.P., Deans	Summer/Fall	1/29/16, Fri	2/22/16, Mon		Sched. prep.	President, V.P. and Deans review/approve cover and wrap for Summer/Fall schedule	
Chairs	Spring	2/1/16, Mon	2/22/16, Mon		Instr. Asg's.	Division Chairs update and submit seniority lists in electronic format to V.P. Deans (by the semester census date).	Art. 16. Art. 16.A.3. Art. 22.C-D.
V.P., Deans	Yearly	2/16/16, Tue	2/22/16, Mon	?	Budget	Deans/VP review and approve the Budget Prep. Worksheets and forward to Helen for submission.	
Planning Committee	Yearly	-	2/22/16, Mon	?	Budget	Planning Council receives budget presentation	
Facilities Committee	3rd Monday	-	2/22/16, Mon		Committees	Facilities Committee meeting	
SLO Committee	4th Monday	-	2/22/16, Mon		Committees	SLO Committee meeting	
V.P. or designee	1-3 year cycle for each member	-	2/22/16, Mon	?	Evaluations (Administrative)	Begin - Administrative evaluations (including Division Chair evaluations), the V.P. or designee shall solicit information and complete the evaluation.	Art. 19.J-M.
President or designee	1-3 year cycle for each member	-	2/22/16, Mon	?	Evaluations (Comprehensive)	For Comprehensive evaluations or tenure review, the President or designee shall appoint a peer review committee.	Art. 19.G.1. Art. 42. Appendix C

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Academic Senate	2nd & 4th Tuesday	-	2/23/16, Tue		Committees	Academic Senate meeting	
Research Dean	Winter/Spring	2/8/16, Mon	2/24/16, Wed		Sched. prep.	Research Dean prepares and submits the allocation models for Winter/Spring to V.P., Deans, Karen	
V.P., Deans, Karen, Rebecca, Admin. Staff	Winter/Spring	2/8/16, Mon	2/24/16, Wed		Sched. prep.	Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations...	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	2/24/16, Wed	?	Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	2/24/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/24/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/24/16, Wed		FYI	Office of Instruction follow up meeting	
Adjunct faculty with seniority in the dept.	Yearly	2/22/16, Mon	2/25/16, Thu	?	Elections / Selections / Appointments	Ballots are due for the Adjunct Representative elections (during the week after census of each spring term).	Art. 17.B.3.
Karen	Summer/Fall	2/23/16, Tue	2/25/16, Thu		Sched. prep.	Karen updates Summer/Fall FTE budget on SAP and makes sure instructor assignments are ready to upload to SAP	
Academic Senate	Yearly	-	2/25/16, Thu	?	Budget	Academic Senate receives budget presentation	
Budget Committee	4th Thursday	-	2/25/16, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	2/25/16, Thu		Committees	Student Services Council	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Chairs, Admin. Staff	Spring	1/25/16, Mon	2/26/16, Fri		Instr. Asg's.	Review instr. asgs for Spring. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workblock/FTEF, banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
President or designee, V.P. or designee, Prob. Faculty Member, Tenure Review Committee	1-3 year cycle for each member	2/8/16, Mon	2/26/16, Fri		Tenure Review (Administrative)	If Administrative Evaluation is needed, it should commence no later than the 3rd week of following semester (pending outcome, to be presented to Board of Trustees before March 15.	Art. 42.F. Appendix C
V.P., Deans	Winter/Spring	2/24/16, Wed	2/26/16, Fri		Sched. prep.	V.P. and Deans decide on allocation for Winter/Spring and finalize any special directions to be given to the Chairs, e.g. budget, required cuts or adds...	
President or designee, Deans, Admin. Staff, AFT Chapter President	Yearly	2/25/16, Thu	2/26/16, Fri	?	Elections / Selections / Appointments	The Adjunct Representatives Ballots are counted and elections announced (during the week after census of each spring term).	Art. 17.B.3.
Karen	Summer/Fall	2/25/16, Thu	2/26/16, Fri		Sched. prep.	Sends Summer/Fall class schedules to DEC, requests DO create the d9500 files	
Business Office	Yearly	-	2/26/16, Fri	?	Budget	Budget uploaded	
Faculty being reviewed	1-3 year cycle for each member	-	2/26/16, Fri	?	Evaluations (Comprehensive)	The faculty member being reviewed may submit a timely challenge to the appointment of any one voting member of the peer review committee.	Art. 19.G.1.
V.P., Deans, Admin. Staff	Every other Friday	-	2/26/16, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Admin. Staff	Summer	-	2/26/16, Fri	Sp 3	Instr. Asg's.	Send notices to faculty to determine availability to teach in Summer (by end of 3rd week of prior semester).	Art. 15.A.2.

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Michelle, Clarissa	Summer/Fall	2/23/16, Tue	2/29/16, Mon		Sched. prep.	Graphic Artist completes any corrections to Page Proofs for Summer/Fall schedule and sends electronic file to Printer	
Karen	Winter/Spring	2/26/16, Fri	2/29/16, Mon		Sched. prep.	1. requests the district prepare Winter/Spring for rollover on PeopleSoft; 2. requests program schedules from the deans (i.e. Alcalá-ACT, Eric- International Online...)	
Peer Review Committee	1-3 year cycle for each member	-	2/29/16, Mon	?	Evaluations (Comprehensive)	Committee elects a committee chairperson, prepares a plan for the Comprehensive evaluation process, shares the plan with the reviewee, adopts the plan and copies the reviewee and V.P.	Art. 19.G.2-4. Art. 42. Appendix C
Deans, Admin. Staff	Winter/Spring	2/25/16, Thu	3/1/16, Tue		Sched. prep.	Send curriculum mapping/sequencing to all F.T. faculty for planning and discussion at meeting with Deans.	
Academic Senate	1st & 3rd Tuesday	-	3/1/16, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	3/1/16, Tue	?	Div. Council	Divisional Council meeting	
Academic Senate	Yearly	-	3/1/16, Tue	?	Hiring	Academic Senate establishes a Faculty Position Hiring Prioritization Committee.	Art. 32. III. G.
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Convene hiring committees for Fall hires, provide compliance training. Schedule 2 meetings. Chairs must identify committee members to be included in the mandatory meetings for hiring committees with compliance officer.	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Deans send memos to the Chairs to request the names of hiring committee members. Notify the Academic Senate president to identify a representative for the hiring committee.	Art. 33.
Faculty Position Hiring Prioritization Committee	Yearly	-	3/1/16, Tue	?	Hiring	Faculty Position Hiring Prioritization Committee recommends hiring prioritization for new tenure track faculty and temporary replacement faculty positions.	Art. 33.A.
College	Yearly	-	3/1/16, Tue	?	Hiring	If College adds adjunct classes in lieu of replacing a regular employee, the Faculty Hiring Prioritization Committee, Division Chair and the AFT shall be notified of the number of hours/classes added.	Art. 33.E.
President	Yearly	-	3/1/16, Tue	?	Hiring	If Pres. decides not to replace a faculty member or deviate from recommendations for hiring of new faculty, the reasons shall be in writing to Faculty Position Hiring Prioritization Committee, Division Chair(s), the AFT and Academic Senate.	Art. 33.D.
College President, Vice Chancellor	Yearly	-	3/1/16, Tue	?	Hiring	If the Vice Chancellor of HR decides not to replace or hire new, the reasons shall be in writing to the College President who will then notify the appropriate College representatives.	Art. 33.D.
Deans, Admin. Staff??? Compliance Officer???	Yearly	-	3/1/16, Tue	?	Hiring	Prepare announcements for the Compliance officer to send to the Chronicle and related hiring publications.	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
President, AFT, Academic Senate, Faculty Position Hiring Prioritization Committee	Yearly	-	3/1/16, Tue	?	Hiring	Pres. seeks input from faculty regarding replacement of a faculty member (on leave, reassignment or separated) via agreed upon process among the AFT, Academic Senate & Pres. and Faculty Position Hiring Prioritization Committee or its equivalent.	Art. 33.A.
V.P., Deans???	Yearly	-	3/1/16, Tue	?	Hiring	Provide Chairs with NOI's for revision and review. Meet with Chairs on hiring and development of NOI's and the announcements for Fall hires. Set closing dates.	
President, V.P., Deans, Chairs???	Yearly	-	3/1/16, Tue	?	Hiring	Review FPIP hiring for Fall. Meet with president to identify number of hires for next hiring period.	
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Send NOI's to the District.	
Deans, Admin. Staff???	Yearly	-	3/1/16, Tue	?	Hiring	Track approval from the district on NOI's and acceptances.	
Faculty	Spring	-	3/1/16, Tue	?	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.
Deans, Karen	Winter/Spring	-	3/1/16, Tue		Sched. prep.	Discuss Winter/Spring production schedule at the Divisional Council meeting	
Karen	Winter/Spring	2/29/16, Mon	3/2/16, Wed		Sched. prep.	Karen creates timeline for the next semester's schedule production	
Planning Committee	1st Wednesday	-	3/2/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	3/2/16, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/2/16, Wed		FYI	Office of Instruction meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Deans, Admin. Staff	Wednesdays	-	3/2/16, Wed		FYI	Office of Instruction follow up meeting	
College Council	1st Thursday	-	3/3/16, Thu	?	Committees	College Council meeting	
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	-	3/3/16, Thu	?	Evaluations (Basic)	Begin - Basic evaluations, Chair/Supervisor and V.P. or designee designate the Chair/Supervisor or a tenured faculty member to complete the evaluation(s).	Art. 19.E-F. Art. 19.J. Appendix C
Faculty	Spring	2/22/16, Mon	3/4/16, Fri	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in census rosters for Spring.	Art. 13.D.8.g.
Faculty	Summer	2/26/16, Fri	3/4/16, Fri		Instr. Asg's.	Faculty return Summer availability forms.	Art. 15.A.2.
Karen	Summer/Fall	3/4/16, Fri	3/4/16, Fri		Sched. prep.	Karen sends Excel file of Summer/Fall section list to Bookstore.	
Deans, Chairs	Summer	-	3/4/16, Fri	Sp 4	Instr. Asg's.	Chairs establish and submit to Dean priority lists by discipline for Summer (by end of 4th week of prior semester).	Art. 15.A.2.
Karen	Summer/Fall	3/1/16, Tue	3/7/16, Mon		Sched. prep.	Karen checks for/fixes any discrepancies between systems (Protocol, DEC, SAP)	
Karen	Summer/Fall	3/2/16, Wed	3/7/16, Mon		Sched. prep.	Karen informs Info. Tech. when d9500 is available	
Peer Review Committee, Faculty being reviewed	1-3 year cycle for each member	-	3/7/16, Mon	?	Evaluations (Comprehensive)	Committee meets with faculty member to review process.	Art. 19. Appendix C
Admin. Staff	Monthly (as needed)	-	3/7/16, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
FYI	Monthly	-	3/7/16, Mon		FYI	Payroll Lockout - Semi-monthly	
Professional Learning Sub Committee	?	-	3/8/16, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	3/8/16, Tue		Committees	Academic Senate meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Professional Learning Subcommittee	?	-	3/8/16, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Deans	Spring	3/1/16, Tue	3/9/16, Wed	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	3/9/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
President or designee, V.P. or designee	1-3 year cycle for each member	-	3/9/16, Wed	?	Evaluations (Administrative)	Administrative Evaluation should conclude within 60 days after it commenced, and be presented to Board prior to March 15.	Art. 19.H. Appendix C
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/9/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/9/16, Wed		FYI	Office of Instruction follow up meeting	
President or designee, V.P. or designee	1-3 year cycle for each member	-	3/9/16, Wed	?	Tenure Review (Administrative)	Administrative Evaluation should be presented to Board prior to March 15.	Appendix C
Printer	Summer/Fall	2/29/16, Mon	3/10/16, Thu		Sched. prep.	Printer prepares Blue Lines for Summer/Fall schedule and submits for approval	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	3/10/16, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Board of Trustees	1-3 year cycle for each member	-	3/10/16, Thu	?	Evaluations	BOT takes action on faculty Status for next year.	Art. 19 Appendix C
Faculty teaching D/DL	Summer/Fall (as needed)	2/11/16, Thu	3/11/16, Fri		Curriculum	Faculty planning to teach D/DL for the first time participate in D/DL training sessions and demonstrate proficiency.	Art. 40.B.
V.P., Deans, Admin. Staff	Every other Friday	-	3/11/16, Fri		FYI	Academic Affairs - all staff meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Work Environment Committee	2nd Monday	-	3/14/16, Mon		Committees	Work Environment Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	3/14/16, Mon	?	Evaluations (Comprehensive)	Committee finalizes plan after review by faculty.	Art. 19. Appendix C
Deans, Chairs, Admin. Staff	Winter/Spring	2/25/16, Thu	3/15/16, Tue		Sched. prep.	Set dates and schedule meetings with Deans and Divisions to discuss upcoming schedule production, curriculum mapping, allocations, etc. Notify all faculty.	
Deans, Program Directors	Winter/Spring	2/29/16, Mon	3/15/16, Tue		Sched. prep.	Deans consult with special program directors (e.g. ACT, International, Black Scholars...) and submit their Winter/Spring schedules to Karen.	
Deans, Chairs, Faculty, Academic Affairs Team	Winter/Spring	3/1/16, Tue	3/15/16, Tue		Sched. prep.	Divisions meet to discuss upcoming AFT deadlines and plans for Winter/Spring class schedule (preparation starts a year in advance), Academic Affairs team participates.	Suggested
Karen, Michelle	Summer/Fall	3/10/16, Thu	3/15/16, Tue		Sched. prep.	Karen and Michelle review Blue Lines.	
Karen	Winter/Spring	3/11/16, Fri	3/15/16, Tue		Sched. prep.	1. If DO systems ready, roll previous term on Protocol. If systems not ready, prep Access file to create galleys 2. request District do global changes if need 3. update spec. programs (e.g. ACT, International...) 4. misc. clean up (e.g. dates...)	
Curriculum Committee	?	-	3/15/16, Tue		Committees	Curriculum Committee meeting	
Academic Senate	1st & 3rd Tuesd	-	3/15/16, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	3/15/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	3/15/16, Tue	?	Committees	Transfer Committee meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Board of Trustees	1-3 year cycle for each member	-	3/15/16, Tue		Tenure Review	BOT takes action on faculty Status for next year.	Appendix C
Distance Education Committee	3rd Wednesday	-	3/16/16, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/16/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/16/16, Wed		FYI	Office of Instruction follow up meeting	
V.P., Deans	Summer/Fall	3/15/16, Tue	3/17/16, Thu		Sched. prep.	V.P., Deans and Karen review Blue Lines for Summer/Fall schedule and return to Karen	
SEAC subcommittee	3rd Thursday	-	3/17/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
V.P. or designee	Summer	3/4/16, Fri	3/18/16, Fri	Sp 6	Instr. Asg's.	V.P. reviews priority lists for Summer for accuracy and provides electronic copies to Div. Chairs, all full-time faculty, AFT Chapter President and AFT Grievance Rep. (within 10 working days after 4th week of prior semester).	Art. 15.C.
Deans, Admin. Staff	Summer	3/7/16, Mon	3/18/16, Fri	Sp 6	Instr. Asg's.	Initial offers of employment made to faculty for Summer (by end of 6th week of prior semester).	Art. 15.A.2.
Michelle	Summer/Fall	3/17/16, Thu	3/18/16, Fri		Sched. prep.	Michelle returns Blue Lines for Summer/Fall schedule to printer with approval to print	
Admin. Staff	Monthly (as needed)	-	3/18/16, Fri		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Faculty	?	-	3/18/16, Fri		Prof. Dev.	TBD	per K. Manner
Faculty	Fridays	-	3/18/16, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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, Admin. Staff	Monthly	3/16/16, Wed	3/21/16, Mon		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
Michelle, Clarissa	Summer/Fall	3/18/16, Fri	3/21/16, Mon		Sched. prep.	Make Summer/Fall schedule available on website in pdf format.	
Curriculum Committee?	?	-	3/21/16, Mon		Committees	Curriculum Committee Tech Review meeting	
Facilities Committee	3rd Monday	-	3/21/16, Mon		Committees	Facilities Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	3/21/16, Mon	?	Evaluations (Comprehensive)	Committee sends final plan to V.P.	Art. 19. Appendix C
Info. Tech., Karen	Summer/Fall	3/18/16, Fri	3/22/16, Tue		Sched. prep.	Info. Tech. and Karen update Searchable Schedule programming for Summer/Fall and make available on website.	
FYI	Monthly	3/22/16, Tue	3/22/16, Tue		FYI	Payroll Lockout - Monthly	
Academic Senate	2nd & 4th Tuesday	-	3/22/16, Tue		Committees	Academic Senate meeting	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	3/23/16, Wed	?	Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	3/23/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/23/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/23/16, Wed		FYI	Office of Instruction follow up meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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	Summer/Fall	3/22/16, Tue	3/24/16, Thu		Sched. prep.	1. prepares final <i>online</i> schedule in Word 2. sends electronic file to Eric for posting on the web for Summer/Fall	
Budget Committee	4th Thursday	-	3/24/16, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	3/24/16, Thu		Committees	Student Services Council	
Admin. Staff	Yearly	-	3/24/16, Thu		Notices	Send holiday (no classes) announcement to faculty through academic affairs email for Spring Break.	
Admin. Staff	Yearly	-	3/24/16, Thu		Notices	Send holiday closure announcement to faculty through academic affairs email for Cesar Chavez Day.	
Peer Review Committee	1-3 year cycle for each member	-	3/25/16, Fri	?	Evaluations (Comprehensive)	Begin - Comprehensive evaluation. Committee gathers data and begins review.	Art. 19.G.5. Art. 42. Appendix C
V.P., Deans, Admin. Staff	Every other Friday	-	3/25/16, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Spring	-	3/27/16, Sun		Non-Instrect. Day	Easter	Art. 11, App. M
SLO Committee	4th Monday	-	3/28/16, Mon		Committees	SLO Committee meeting	
V.P.	Spring	2/22/16, Mon	3/30/16, Wed	Sp 8	Instr. Asg's.	V.P. reviews updated seniority lists for accuracy and provides electronically to chairs, adjunct faculty, AFT Chapter Pres. & grievance rep. by 8 th week of semester). V.P. maintains record of bumps (which may be viewed by AFT).	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D. new-Art. 16.B.4.
Deans	Spring	3/9/16, Wed	3/30/16, Wed	?	Rosters-Discipline for failure to return	Deans take action / disciplinary steps regarding failure to return rosters in timely fashion.	Art. 13.D.8.g.
Business Office	Yearly	-	3/30/16, Wed	?	Budget	Budget adjustments submitted (begin)	

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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. or designee	1-3 year cycle for each member	-	3/30/16, Wed	?	Evaluations (Administrative)	Continue - Administrative evaluations (including Division Chair evaluations).	Art. 19.J-M.
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	3/30/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	3/30/16, Wed		FYI	Office of Instruction follow up meeting	
FYI	Spring	-	3/31/16, Thu		Holiday	Cesar Chavez Day	Art. 11, App. M
Karen	Winter/Spring	3/18/16, Fri	4/1/16, Fri		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.	
Karen	Summer/Fall	3/24/16, Thu	4/1/16, Fri		Sched. prep.	Creates programs for Summer/Fall: - automated addendum - enrollment reports - instr. assignment reports - system sync reports - sections in use...	
Deans, Admin. Staff	Fall	-	4/1/16, Fri	?	Instr. Asg's.	Distribute Workblock/FTEF forms to all faculty in their mailboxes and electronically.	Art. 13.C.4., Art. 13.D.8., Art. 15.
Faculty	Summer	-	4/1/16, Fri	Sp 8	Instr. Asg's.	Faculty return Summer offer letters to Chairs (by end of 8th week of prior semester).	Art. 15.A.2.
Faculty member, President or designee	Yearly (as needed)	-	4/1/16, Fri		Instr. Asg's. - Pre-retirement Load Reduction	Faculty member initiates or changes participation in Pre-retirement Reduction in Workload Program by submitting appropriate paperwork to Pres. or designee by 4/1 of academic year preceding the acad. year reduction becomes effective.	Art. 26.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
FYI	Spring	-	4/1/16, Fri		Non-Instrect. Day	Spring Break	Art. 11, App. M
V.P., Deans, Admin. Staff	Quarterly (as needed)	-	4/1/16, Fri		Overtime	Notices of office/department overtime shall be posted and updated quarterly.	Staff Guild Art. 12.B.
FYI	Spring	-	4/2/16, Sat		Non-Instrect. Day	Spring Break	Art. 11, App. M
FYI	Spring	-	4/3/16, Sun		Non-Instrect. Day	Spring Break	Art. 11, App. M
Karen	Summer/Fall	4/1/16, Fri	4/4/16, Mon		Sched. prep.	Makes Summer/Fall available on ESC	
Admin. Staff	Monthly (as needed)	-	4/4/16, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Faculty member	Each term-As needed	-	4/4/16, Mon	?	Instr. Asg's.	A Faculty member may request to participate in Load Banking.	Art. 39.B. Appendix K
FYI	Spring	-	4/4/16, Mon		Non-Instrect. Day	Spring Break	Art. 11, App. M
Printer	Summer/Fall	3/18/16, Fri	4/5/16, Tue		Sched. prep.	Printed schedules for Summer/Fall are available on campus.	
Academic Senate	1st & 3rd Tuesd	-	4/5/16, Tue	?	Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	4/5/16, Tue	?	Div. Council	Divisional Council meeting	
Chair, Faculty member	Each term-As needed	-	4/5/16, Tue	?	Instr. Asg's.	Faculty member and Chair consult, develop the Load Banking <i>Plan</i> and submit it to	Art. 39.B. Appendix K
FYI	Yearly	-	4/5/16, Tue		Non-Instrect. Day	Spring Break	Art. 11, App. M
Planning Committee	1st Wednesday	-	4/6/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	4/6/16, Wed	?	Committees	Student Success / ATD Committee meeting	
FYI	Monthly	-	4/6/16, Wed		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	4/6/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/6/16, Wed		FYI	Office of Instruction follow up meeting	
FYI	Spring	-	4/6/16, Wed		Non-Instrect. Day	Spring Break	Art. 11, App. M
Admin. Staff	Summer	4/1/16, Fri	4/7/16, Thu		Instr. Asg's.	Phone calls to instructors regarding return of missing offer letters for Summer.	Art. 15.A.2.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Admin. Staff	Winter/Spring	4/5/16, Tue	4/7/16, Thu		Sched. prep.	Schedule meetings between Deans, Chairs and Karen to discuss the galleys and schedule production.	
College Council	1st Thursday	-	4/7/16, Thu	?	Committees	College Council meeting	
FYI	Spring	-	4/7/16, Thu		Non-Instrct. Day	Spring Break	Art. 11, App. M
V.P., Deans, Admin. Staff	Every other Friday	-	4/8/16, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Spring	-	4/8/16, Fri		Holiday	Spring Break (½ day holiday for classified)	Art. 11, App. M
Faculty teaching D/DL	Summer	3/28/16, Mon	4/11/16, Mon	?	Instr. Asg's.	Faculty who agree to an increased enrollment limit in their D/DL class, submit written approval prior to the term's priority enrollment start.	Art. 40.C.
Admin. Staff	Spring	4/4/16, Mon	4/11/16, Mon		Facilities mgmt.	Review room bookings for mid-Spring	
Accreditation Steering Committee	2nd Monday	-	4/11/16, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	4/11/16, Mon		Committees	Work Environment Committee meeting	
Peer Review Committee	1-3 year cycle for each member	-	4/11/16, Mon	?	Evaluations (Comprehensive)	Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the reviewee.	Art. 19.G.5. Art. 42. Appendix C
FYI	Summer	-	4/11/16, Mon	?	FYI	Priority registration for Summer begins	
FYI	Spring	-	4/11/16, Mon		FYI	Spring's 2nd 8-week classes begin	
V.P.	Each term-As needed	-	4/11/16, Mon	?	Instr. Asg's.	V.P. approves faculty member's Load Banking Plan.	Art. 39.B. Appendix K
Professional Learning Sub Committee	?	-	4/12/16, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	4/12/16, Tue		Committees	Academic Senate meeting	

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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
Professional Learning Subcommittee	?	-	4/12/16, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	4/13/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	4/13/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/13/16, Wed		FYI	Office of Instruction follow up meeting	
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	4/14/16, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Deans, Chairs, Admin. Staff	Spring	3/21/16, Mon	4/15/16, Fri		Instr. Asg's.	Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workblock/FTEF, banking... Process corrections on Protocol, offer letters, Workblock/FTEF...	
Admin. Staff	Spring	3/28/16, Mon	4/15/16, Fri		Cancel Classes-Late Start	Distribute Spring 2nd-8 weeks enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
Faculty	Fall	4/1/16, Fri	4/15/16, Fri	?	Instr. Asg's.	Faculty return completed Workblock/FTEF Forms.	Art. 13.D.
V.P. or designee, Deans, Chairs, Admin. Staff, Student Services	Spring	4/4/16, Mon	4/15/16, Fri		Cancel Classes-Late Start	Review Spring enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine cancellations for late start classes.	Art. 12.F.
Admin. Staff	Spring	4/5/16, Tue	4/15/16, Fri		Cancel Classes-Late Start	Enter Spring class cancelations on Protocol for late start classes. Post signs on classrooms.	Art. 12.F.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Admin. Staff	Spring	4/5/16, Tue	4/15/16, Fri		Cancel Classes-Late Start	Notify students, instructors and Student Services of cancelled classes for late start classes for Spring.	Art. 12.F.
Faculty	Spring	4/11/16, Mon	4/15/16, Fri	? Sp 9	Rosters-Census, Exclusion, Grade, PA	Faculty submit Active Enrollment Rosters prior to 60% completion of the semester	
Faculty	Summer/Fall	4/15/16, Fri	4/15/16, Fri		Sched. prep.	Book Orders Due for Summer/Fall	
District, STRS admin. staff	Yearly (as needed)	-	4/15/16, Fri	?	Instr. Asg's. - Pre-retirement Load Reduction	The District and the administrative staff of STRS verify the faculty member's eligibility to participate in the Reduction in Workload program.	Art. 26.
Faculty	?	-	4/15/16, Fri		Prof. Dev.	TBD	per K. Manner
Faculty	Fridays	-	4/15/16, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect	
Curriculum Committee?	?	-	4/18/16, Mon		Committees	Curriculum Committee Tech Review meeting	
Facilities Committee	3rd Monday	-	4/18/16, Mon		Committees	Facilities Committee meeting	
Faculty being reviewed	1-3 year cycle for each member	-	4/18/16, Mon	?	Evaluations (Comprehensive)	Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee.	Art. 19.G.9. Art. 42. Appendix C
Curriculum Committee	?	-	4/19/16, Tue		Committees	Curriculum Committee meeting	
Academic Senate	1st & 3rd Tuesday	-	4/19/16, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	4/19/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	4/19/16, Tue	?	Committees	Transfer Committee meeting	
Admin. Staff	Monthly (as needed)	-	4/19/16, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Deans, Chairs, Admin. Staff	Winter/Spring	4/11/16, Mon	4/20/16, Wed		Sched. prep.	Deans meet with Chairs to discuss the Galleys , supporting documents and process for Winter/Spring.	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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, Admin. Staff	Monthly	4/15/16, Fri	4/20/16, Wed		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
Distance Education Committee	3rd Wednesday	-	4/20/16, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	4/20/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	4/20/16, Wed		FYI	Office of Instruction follow up meeting	
FYI	Monthly	4/21/16, Thu	4/21/16, Thu		FYI	Payroll Lockout - Monthly	
SEAC subcommittee	3rd Thursday	-	4/21/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
V.P. (via Admin. Staff)	Fall	4/15/16, Fri	4/22/16, Fri	Sp 10	Instr. Asg's.	Offer letters are mailed (email with return receipt acceptable) for Fall adjunct assignments (by end of 10th week of prior semester).	Art. 16.A.4.
Dean, Chair, Scheduler, Admin. Staff	Yearly (as needed)	4/15/16, Fri	4/22/16, Fri	?	Instr. Asg's. - Pre-retirement Load Reduction	Faculty members assignments are adjusted according to Reduction in Workload agreement.	Art. 26.
District Office, President, V.P.s, Hansel...	Quarterly	-	4/22/16, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	4/22/16, Fri	?	Budget	Submit 3rd Quarter Report	
Peer Review Committee	1-3 year cycle for each member	-	4/22/16, Fri	?	Evaluations (Comprehensive)	If faculty member being reviewed for a Comprehensive eval. submits comments on the eval. summary, the committee shall review and take additional action as appropriate. Thereafter, it shall forward the completed eval. file to V.P. or designee.	Art. 19.G.9. Art. 42. Appendix C

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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, Admin. Staff	Every other Friday	-	4/22/16, Fri		FYI	Academic Affairs - all staff meeting	
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	
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	4/27/16, Wed	?	Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	4/27/16, Wed		Committees	Ed. Policy & Standards 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	
Budget Committee	4th Thursday	-	4/28/16, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	4/28/16, Thu		Committees	Student Services Council	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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
Dean, Chair, Scheduler, Admin. Staff	Winter/Spring	4/4/16, Mon	4/29/16, Fri		Sched. prep.	Tentatively 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	4/11/16, Mon	4/29/16, Fri		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	4/11/16, Mon	4/29/16, Fri		Sched. prep.	Monitors return of galleys, contacts Chairs for missing pages and submits redlines to Deans	
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.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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 V.P.	Art. 19.G.11. Art. 42. Appendix C
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
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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MASTER CALENDAR OF TIMELINES & TASKS - Academic Affairs & Office of Instruction

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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.	
Deans, Chairs	Winter/Spring	4/29/16, Fri	5/10/16, Tue		Sched. prep.	Deans meet with Chairs and others, review the Galley redlines for Winter/Spring, then submit to Karen	
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
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	
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.

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

<--Enter dates to include in filter-->	10/19/15, Mon	10/31/15, Sat
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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. or designee	2 year cycle for each member	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.
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 election.	Art. 17.B.5.a.
Curriculum Committee?	?	-	5/16/16, Mon		Committees	Curriculum Committee Tech Review meeting	
Facilities Committee	3rd Monday	-	5/16/16, Mon		Committees	Facilities Committee meeting	
Deans, Admin. Staff	Winter/Spring	5/6/16, Fri	5/17/16, Tue		Sched. prep.	Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines.	
Karen	Winter/Spring	5/10/16, Tue	5/17/16, Tue		Sched. prep.	1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during galley prep 3. request District do global changes if needed	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Deans, Chairs, Academic Affairs team	Winter/Spring	5/10/16, Tue	5/17/16, Tue		Sched. prep.	Deans hold follow up meetings with Chairs, review/finalize the Galley redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to Karen	
Business Office	Yearly	-	5/17/16, Tue	?	Budget	Hard copy prepared	
Academic Senate	1st & 3rd Tuesday	-	5/17/16, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	5/17/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	5/17/16, Tue	?	Committees	Transfer Committee meeting	
President or designee. Deans, Admin. Staff	Every 3 years by division need	5/16/16, Mon	5/18/16, Wed	?	Elections / Selections / Appointments	President or designee prepares ballots for Division Chair election(s) and brings to the election.	Art. 17.B.5.b.
Distance Education Committee	3rd Wednesday	-	5/18/16, Wed		Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/18/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	5/18/16, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	5/18/16, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
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: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
President or designee, Deans, Admin. Staff, Exclusive Representative (AFT)	Every 3 years by division need	5/18/16, Wed	5/19/16, Thu	?	Elections / Selections / Appointments	Hold special mtg for Div. Chair elections. Conduct vote, record tally, Pres. & Exclusive Rep. of AFT sign tally. Pres. appoints elected Chairs. Timing not defined in contract but vote s/b early enough for new Chair asgs to be processed by July 1.	Art. 17.B.5.c. and Art. 17.B.5.i.

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
SEAC subcommittee	3rd Thursday	-	5/19/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
V.P. (via Admin. Staff)	Fall	5/16/16, Mon	5/20/16, Fri		Instr. Asg's.	Notices to faculty not being offered a Fall assignment shall be mailed (email with return receipt acceptable) at earliest time possible in planning process.	Art. 16.A.4.
FYI	Monthly	5/20/16, Fri	5/20/16, Fri		FYI	Payroll Lockout - Monthly	
V.P., Deans, Admin. Staff	Every other Friday	-	5/20/16, Fri		FYI	Academic Affairs - all staff meeting	
Faculty	?	-	5/20/16, Fri		Prof. Dev.	TBD	per K. Manner
Faculty	Fridays	-	5/20/16, Fri		Prof. Dev.	Faculty Professional Development Academy: West Connect	
SLO Committee	4th Monday	-	5/23/16, Mon		Committees	SLO Committee meeting	
Admin. Staff	Summer	-	5/23/16, Mon		Facilities mgmt.	Print out Room Book	
Admin. Staff	Yearly	-	5/23/16, Mon		Notices	Send holiday closure announcement to faculty through academic affairs email for Memorial Day.	
Academic Senate	2nd & 4th Tuesday	-	5/24/16, Tue		Committees	Academic Senate meeting	
Deans, Admin. Staff???	Yearly	-	5/24/16, Tue	?	Hiring	Initial offers of employment made to faculty. (contract)	
Deans, Chairs	Summer	5/16/16, Mon	5/25/16, Wed	?	Instr. Asg's.	Ensure faculty teaching D/DL are proficient in D/DL instructional delivery methods.	Art. 40.B.
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	5/25/16, Wed	?	Committees	Resource Development Committee meeting	
Educational Policy & Standards Committee	2nd & 4th Wednesdays	-	5/25/16, Wed		Committees	Ed. Policy & Standards Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	5/25/16, Wed		FYI	Office of Instruction meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans, Admin. Staff	Wednesdays	-	5/25/16, Wed		FYI	Office of Instruction follow up meeting	
Faculty Hiring Prioritization Committee	?	-	5/25/16, Wed	?	Hiring - Counseling staffing levels	Counseling staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ...	Art. 13.A.4.
Faculty Hiring Prioritization Committee	?	-	5/25/16, Wed	?	Hiring - Library staffing levels	Library staffing levels shall be reviewed as part of the regular deliberations of the Faculty Hiring Prioritization Committee and in conjunction with the regular program review process ...	Art. 13.A.3.
Budget Committee	4th Thursday	-	5/26/16, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	5/26/16, Thu		Committees	Student Services Council	
V.P., Deans, Chairs, Admin. Staff	Spring	5/16/16, Mon	5/27/16, Fri		Instr. Asg's.	Review seniority lists for Spring and correct for any asg. changes made during the semester. Provide revised electronic copies to the chairs, all adjunct faculty, AFT chapter president and AFT grievance representative	Art. 16.A.3. Art. 16.D.5 Art. 22.C-D.
College	Yearly	-	5/27/16, Fri	?	Div. Goals/Mgmt	The college should include a regular review of divisional clerical support needs in its classified staffing plans.	Art. 17.I. and Art. 44.
Deans, Admin. Staff	Summer	-	5/27/16, Fri	?	Instr. Asg's.	Distribute Office Hour forms to all faculty in their mailboxes and electronically.	Art. 13.C.4., Art. 13.D.8., Art. 15.
FYI	Yearly	-	5/30/16, Mon		Holiday	Memorial Day	Art. 11, App. M
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

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
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.	
Karen	Winter/Spring	5/17/16, Tue	5/31/16, Tue		Sched. prep.	1. puts Galley redlines on Protocol, & ACT, Puente, Intern'l, Jumpstart... (if not done already), 2. misc. clean up.	
Curriculum Committee	?	-	5/31/16, Tue		Committees	Curriculum Committee meeting	
Chairs, Vice Chairs	Spring	5/18/16, Wed	6/1/16, 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	-	6/1/16, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD Core Team	1st Wednesday	-	6/1/16, Wed	?	Committees	Student Success / ATD Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/1/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	6/1/16, Wed		FYI	Office of Instruction follow up meeting	
Karen	Winter/Spring	5/31/16, Tue	6/2/16, Thu		Sched. prep.	Karen exports schedule " Camera Ready " report, begins formating and clean up	
College Council	1st Thursday	-	6/2/16, Thu	?	Committees	College Council meeting	
Deans, Chairs, Faculty	Spring	5/16/16, Mon	6/3/16, Fri		Faculty obligations	Encourage instructors to encourage students to apply for degrees and/or certificates.	
Karen	Spring	5/31/16, Tue	6/3/16, Fri		Sched. prep.	Email District Office Data Control to request they run the student enrollment rollover for in-progress sections (job D5019WF).	
Karen	Winter/Spring	6/2/16, Thu	6/3/16, Fri		Sched. prep.	Karen preps course level inf. for review, gives to Ara, Adriana and Curriculum Asst.	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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, Admin. Staff	Every other Friday	-	6/3/16, Fri		FYI	Academic Affairs - all staff meeting	
FYI	Spring	5/31/16, Tue	6/6/16, Mon		FYI	Final Exams for Spring.	Appendix M
Karen	Winter/Spring	6/3/16, Fri	6/6/16, Mon		Sched. prep.	Karen preps online schedule for review, gives to Eric	
Deans, Chairs	Yearly	-	6/6/16, Mon	?	Div. Goals/Mgmt	Divisions complete Program Review	
Division members	Every 3 years by division need	-	6/6/16, Mon	?	Elections / Selections / Appointments	Designated Vice Chairs are selected by division(s) if applicable.	Art. 17.F.1.
Admin. Staff	Monthly (as needed)	-	6/6/16, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Deans, Admin. Staff???	Yearly	-	6/6/16, Mon	?	Hiring	Complete hiring process for new hires and provide faculty orientation for all new hires.	
Faculty	Summer	-	6/6/16, Mon	?	Instr. Asg's.	Faculty post their Summer office hours schedule and give copy to the V.P. of Academic Affairs.	Art. 13.C.4., Art. 13.D.8., Art. 15.
Employee, V.P. and Division Chair, Any tenured faculty, Dean, Admin. Staff or Helen	As needed	-	6/6/16, Mon	?	Mentoring	If requested by a contract faculty member, V.P. and Chair shall designate a tenured faculty member as mentor. Secretary processes \$450 mentoring pay.	Art. 42. H.
Academic Senate	1st & 3rd Tuesd	-	6/7/16, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday	-	6/7/16, Tue	?	Div. Council	Divisional Council meeting	
V.P., Chairs	Every 3 years by division need	-	6/7/16, Tue	?	Elections / Selections / Appointments	Appointed Vice Chairs are selected by the Chairs.	Art. 17.F.2.
FYI	Yearly	-	6/7/16, Tue	?	FYI	Graduation Day	
FYI	Monthly	-	6/7/16, Tue		FYI	Payroll Lockout - Semi-monthly	
Faculty	Yearly	-	6/7/16, Tue		Prof. Dev.	Non-Instruction - Staff development day	Art. 11, App. M

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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, Admin. Staff	Summer	-	6/7/16, Tue		Semester prep.	Meet to discuss/prepare for 1st day/week of Summer classes	
Admin. Staff	Summer	6/1/16, Wed	6/8/16, Wed		Semester prep.	Phone calls to instructors to remind them when Summer term begins	
Deans, Admin. Staff	Wednesdays	-	6/8/16, Wed		FYI	Office of Instruction follow up meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/8/16, Wed		FYI	Office of Instruction meeting	
Faculty	Yearly	-	6/8/16, Wed		Prof. Dev.	Non-Instruction - Staff development day	Art. 11, App. M
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	6/9/16, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Faculty	Yearly	-	6/9/16, Thu		Prof. Dev.	Faculty submit their reports on professional development activity by the day after the last professional development day of the spring.	Art. 10.D.2.d.
Admin. Staff	Summer	-	6/9/16, Thu		Semester prep.	Revise Evening Administrator desk with Add/Transfer Cards, Addendum, weekend events...	
Admin. Staff	Summer	6/6/16, Mon	6/13/16, Mon		Facilities mgmt.	Review room bookings	
Faculty	Spring	6/7/16, Tue	6/13/16, Mon		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.
Admin. Staff, Michelle	Summer	6/7/16, Tue	6/13/16, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Deans, Admin. Staff	Yearly	6/9/16, Thu	6/13/16, Mon		Prof. Dev.	Dean(s) monitor the return of faculty's flex reporting.	Art. 10.D.2.d.
Accreditation Steering Committee	2nd Monday	-	6/13/16, Mon		Committees	Accreditation Steering Committee meeting	

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

<--Enter dates to include in filter--> **10/19/15, Mon** **10/31/15, Sat**

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
Work Environment Committee	2nd Monday	-	6/13/16, Mon		Committees	Work Environment Committee meeting	
FYI	Summer	-	6/13/16, Mon	?	FYI	Summer classes begin	Appendix M
V.P., Deans	Summer	-	6/13/16, 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).	
Professional Growth Committee	?	-	6/14/16, Tue		Committees	Professional Growth Committee	per K. Manner
Academic Senate	2nd & 4th Tuesday	-	6/14/16, Tue		Committees	Academic Senate meeting	
Distance Education Committee	3rd Wednesday	-	6/15/16, Wed		Committees	Distance Education Committee meeting	
Deans, Admin. Staff	Wednesdays	-	6/15/16, Wed		FYI	Office of Instruction follow up meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/15/16, Wed		FYI	Office of Instruction meeting	
SEAC subcommittee	3rd Thursday	-	6/16/16, Thu	?	Committees	Student Success & Support Program (SEAC subcommittee)	
Dean, Chair, Scheduler, Admin. Staff	Yearly	5/27/16, Fri	6/17/16, Fri		Instr. Asg's.	Run FTEP report, review, determine Chairs' reassigned time for next academic year. Adjust assignments on SAP as needed (through PCR?).	Art. 17.C.
Admin. Staff	Summer	5/31/16, Tue	6/17/16, Fri	?	Cancel classes	Distribute Summer enrollment reports. Send enrollment report link to all chairs/program directors. Print hardcopy for Deans / V.P.	Art. 12.F.
Admin. Staff	Summer	5/31/16, Tue	6/17/16, Fri		Semester prep.	Send emails to students regarding schedule changes (e.g. room changes, new sections, cancellations..)	
Ara, Adrian, Curriculum Asst.	Winter/Spring	6/3/16, Fri	6/17/16, Fri		Sched. prep.	Reviews course attributes from Camera Ready report for Winter/Spring, redlines corrections and submits to Karen	

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

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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, Deans, Chairs, Admin. Staff, Student Services	Summer	6/6/16, Mon	6/17/16, Fri	?	Cancel classes	Review Summer enrollments for under 15, set up meetings with Chairs (and Student Services for Jumpstart) to determine 1st round of class cancellations.	Art. 12.F.
Eric Ichon	Winter/Spring	6/6/16, Mon	6/17/16, Fri		Sched. prep.	Eric Ichon reviews/refines online schedule for Winter/Spring and submits to Karen.	
Admin. Staff	Summer	6/7/16, Tue	6/17/16, Fri	?	Cancel classes	Enter Summer class cancelations on Protocol. Post signs on classrooms.	Art. 12.F.
Admin. Staff	Summer	6/7/16, Tue	6/17/16, Fri	?	Cancel classes	Notify students, instructors and Student Services of cancelled classes for Summer.	Art. 12.F.
College, AFT, Admin. Staff???	As needed	6/13/16, Mon	6/17/16, Fri	?	Committees	If compensation for an adjunct faculty member's committee service is agreed to by the college and AFT, Secretary ??? processes the assignment for ancillary duties.	Art. 32. II.
Academic Senate, Administrators designated by College President, AFT Chapter President	As needed	6/13/16, Mon	6/17/16, Fri	?	Committees	The college shall establish committees per Article 32.	Art. 9. Art. 32.
College President, AFT Chapter President, Academic Senate Pres., Admin. Staff???	Yearly	6/13/16, Mon	6/17/16, Fri	?	Committees	Compensation, if any, for faculty committee chair shall be determined by College Pres., AFT Chapter Pres. and Academic Senate Pres. at beginning of each academic year (exception: see Article 9.E. for WEC Chair). Secretary processes asg's.	Art. 9.E. Art. 32. IV.
Faculty	Summer	6/13/16, Mon	6/17/16, Fri	Su 1	Syllabi	Syllabi due (1st week of instruction)	Art. C.4.
Karen	Winter/Spring	6/16/16, Thu	6/17/16, Fri		Sched. prep.	Sets up dummy sections on DEC for Winter/Spring, request District run program to set dates (e.g. census, LDTD...)	

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

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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, Admin. Staff	Every other Friday	-	6/17/16, Fri		FYI	Academic Affairs - all staff meeting	
Michelle, Clarissa	Winter/Spring	-	6/17/16, Fri		Sched. prep.	Graphic Artist begins Cover design/wrap and requests revisions for wrap/department ads from Deans, Chairs, V.P. and others.	
Admin. Staff	Every 3 years by division need	5/19/16, Thu	6/20/16, Mon		Elections / Selections / Appointments	Admin. Staff process any new Chair and/or Vice Chair assignments before July 1.	
Deans, Admin. Staff, Helen	Spring	6/2/16, Thu	6/20/16, Mon		Supervision Pay	Deans & Admin. Staff verify that Chairs have completed their evaluation responsibilities, review Supervisor pay lists, and process Chairs' supervision pay accordingly.	
Facilities Committee	3rd Monday	-	6/20/16, Mon		Committees	Facilities Committee meeting	
Admin. Staff	Monthly (as needed)	-	6/20/16, Mon		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Karen, Admin. Staff	Monthly	6/15/16, Wed	6/21/16, Tue		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
Academic Senate	1st & 3rd Tuesday	-	6/21/16, Tue	?	Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	6/21/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	6/21/16, Tue	?	Committees	Transfer Committee meeting	
???	Yearly	6/9/16, Thu	6/22/16, Wed	?	Prof. Dev.	Final reporting on professional development will be completed	Art. 10.D.2.d.
FYI	Monthly	6/22/16, Wed	6/22/16, Wed		FYI	Payroll Lockout - Monthly	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
VPAA, Dean of Grant Dev., AFT Faculty Chair, AFT Classified, ASO, SEIU reps	4th Wednesday	-	6/22/16, Wed	?	Committees	Resource Development Committee meeting	
Deans, Admin. Staff	Wednesdays	-	6/22/16, Wed		FYI	Office of Instruction follow up meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/22/16, Wed		FYI	Office of Instruction meeting	
Budget Committee	4th Thursday	-	6/23/16, Thu	?	Committees	Budget Committee meeting	
Student Services Council	4th Thursday	-	6/23/16, Thu		Committees	Student Services Council	
Deans, Chairs, Admin. Staff	Summer	6/13/16, Mon	6/24/16, Fri		Sched. prep.	Review TBA sessions for Summer which must be converted to specific time/day by 2nd week of term.	Audit requirement
Faculty	Summer	6/20/16, Mon	6/24/16, Fri	?	Rosters-Census, Exclusion, Grade, PA	Faculty turn in census rosters for Summer.	Art. 13.D.8.g.
SLO Committee	4th Monday	-	6/27/16, Mon	?	Committees	SLO Committee meeting	
Admin. Staff	Yearly	-	6/27/16, Mon		Notices	Send holiday closure announcement to faculty through academic affairs email for Independence Day.	
Faculty	Summer	-	6/27/16, 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.
Deans, Chairs, Admin. Staff	Summer	5/24/16, Tue	6/28/16, Tue		Instr. Asg's.	Review instr. asgs for Summer. 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...	Art. 15.A.2.

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Academic Senate	2nd & 4th Tuesday	-	6/28/16, Tue		Committees	Academic Senate meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	6/29/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	6/29/16, Wed		FYI	Office of Instruction follow up meeting	
Karen V.P. (via Karen)	Winter/Spring	6/17/16, Fri	6/30/16, Thu		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 print.
Chairs	Winter/Spring	6/17/16, Fri	6/30/16, Thu		Sched. prep.	Chairs submit department ads to Deans/Karen for Winter/Spring printed schedule	
Deans	Summer	6/27/16, Mon	6/30/16, Thu	?	Rosters-Census, Exclusion, Grade, PA	Deans request report to verify that faculty turned in their exclusion rosters.	Art. 13.D.8.g.
District Office	Spring	-	6/30/16, Thu		Supervision Pay	Supervisor Pay is issued by District Office (last pay period of semester)	Art. 17.F.6.
Deans, Admin. Staff	Fall (As needed)	6/17/16, Fri	7/1/16, Fri		Instr. Asg's.	Review Fall teaching assignments compared to FTE values of reassigned/release time for Chairs, Vice Chairs, ISA's, etc.; then process corrections, revise offer letters, etc..	Art. 13, Art. 17 +

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Deans	Winter/Spring	6/30/16, Thu	7/1/16, Fri		Sched. prep.	Deans submit wrap to Graphic Artist and department ads to Karen for Winter/Spring printed schedule	
V.P., Deans, Admin. Staff	Yearly (as needed)	-	7/1/16, Fri		Overtime	Overtime lists (of available employees) may be established at the beginning of the fiscal year or when the first overtime opportunity arises. Lists must be posted and sent to AFT Staff Guild Chapter Chair.	Staff Guild Art. 12.B.
V.P., Deans, Admin. Staff	Quarterly (as needed)	-	7/1/16, Fri		Overtime	Notices of office/department overtime shall be posted and updated quarterly.	Staff Guild Art. 12.B.
College	Yearly	-	7/1/16, Fri	?	Prof. Dev.	Each college shall establish a Professional Conference Fund.	Art. 23.D. Art. 23.I.
College	Yearly	-	7/1/16, Fri	?	Prof. Dev.	Each college shall establish a Tuition Reimbursement Fund.	Art. 23.G. Art. 23.I.
President, AFT, Academic Senate	Yearly	-	7/1/16, Fri	?	Prof. Dev.	President, AFT and Academic Senate select members of the Professional Growth Committee.	Art. 23.A.
Professional Growth Committee	Yearly	-	7/1/16, Fri	?	Prof. Dev.	Professional Growth Committee selects a chair, prescribes the chair's duties, determines procedures, administers the Professional Conference and Tuition Reimbursement Funds...	Art. 23.
District Office	Yearly	-	7/1/16, Fri	?	Prof. Dev.	The District provides Professional funds to the colleges.	Art. 23.I.
Professional Growth Committee	Bi-annually	-	7/1/16, Fri	?	Prof. Dev.	Professional Growth Committee provides a bi-annual account of all funds under their jurisdiction to all faculty.	Art. 23.C.5.
FYI	Yearly	-	7/4/16, Mon		Holiday	Independence Day	Art. 11, App. M
Karen	Yearly (as needed)	6/13/16, Mon	7/5/16, Tue		Sched. prep.	Check / clean up coding on Protocol for all 4 terms of the academic year.	

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

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Karen, Rebecca	Summer	6/13/16, Mon	7/5/16, Tue		Sched. prep.	Check reporting period flags for summer (census or end) - District Office deadline.	
District Office	Yearly	6/20/16, Mon	7/6/16, Wed	?	Sched. prep.	Attendance Accounting will request a preliminary DSCH run (to determine FTES est. and check reporting period flags).	
President or designee, V.P. or designee	1-3 year cycle for each member	-	7/6/16, 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
Deans, Chairs, Faculty	Winter/Spring	6/30/16, Thu	7/8/16, Fri		Sched. prep.	Faculty and Chairs and Deans review electronic copy of Winter/Spring class schedule and submit any egregious errors to Chairs	
Chairs	Winter/Spring	6/30/16, Thu	7/12/16, Tue		Sched. prep.	Chairs review Winter/Spring class schedule, redline any egregious errors (including those reported by faculty) and submit to Karen.	
Karen	Winter/Spring	-	7/13/16, Wed		Sched. prep.	Removes URL used for schedule review from the web.	
Karen	Winter/Spring	7/12/16, Tue	7/14/16, Thu		Sched. prep.	Karen reviews final changes submitted by Chairs, and submits to Deans	
Deans	Summer	6/30/16, Thu	7/15/16, 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.
Deans, Admin. Staff	Spring	7/1/16, Fri	7/15/16, Fri		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 +

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Board, AFT	Fall	-	7/15/16, 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 Agreement.	Art. 8.I.
Deans	Winter/Spring	7/14/16, Thu	7/18/16, Mon		Sched. prep.	Deans review final Winter/Spring class schedule draft, redline any egregious errors (including those reported by Chairs) and submit to Karen.	
Admissions	Winter/Spring	7/8/16, Fri	7/19/16, Tue		Sched. prep.	Confirms Calendar Dates for Winter/Spring schedules, e.g. enrollment, drop dates... (depends on when DO sets dates on DEC)	
Karen	Winter/Spring	7/18/16, Mon	7/20/16, Wed		Sched. prep.	1. Karen enters any changes from review of Winter/Spring schedule 2. sends MS Word file to Michelle/Clarissa	
District Office, President, V.P.s, Hansel...	Quarterly	-	7/22/16, Fri	?	Budget	Quarterly Budget Review and FTES Projection meeting (around 3rd week after quarter end)	
Business Office	Quarterly	-	7/22/16, Fri	?	Budget	Submit 4th Quarter Report	
Administrator or Chair	As needed				Ancillary Activity Asg's.	Administrator or Division Chair request approval from the President or designee to offer an ancillary activity assignment before any work begins.	Art. 43.B. Appendix J
President or designee, AFT Chapter President	As needed				Ancillary Activity Asg's.	President or designee approves requested ancillary activity assignment, parties agree on the tasks and hours, and agreement is provided to the Academic Senate President. If assignment is denied, written rationale is provided.	Art. 43.B. Appendix J

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
President or designee, Requesting Administrator or Requesting Chair, AFT Chapter President	As needed				Ancillary Activity Asg's.	President, requesting administrator or division chair, and the AFT Chapter President determine selection criteria prior to the offer of any ancillary activity assignments.	Art. 43.B. Appendix J
Curriculum Asst.	As needed				Curriculum	Academic Map Check - Update and maintain course outlines for all course offerings.	
Academic Senate, Administrators	As needed				Curriculum	Academic Senate in consultation with administration develops quality standards and approval process for D/DL courses.	Art. 40.B.
Deans, Admin. Staff or Helen	As needed				Curriculum	Admin. Staff, Deans, Helen process faculty member(s) compensation for development or change of D/DL course.	Art. 40.C.6.
D/DL Committee or Coordinator	As needed				Curriculum	D/DL Committee or Coordinator formulates method to determine an instructor's D/DL proficiency.	Art. 40. B.
D/DL Committee or Coordinator	As needed				Curriculum	D/DL Committee or Coordinator reports to the Education Planning Committee or its equivalent, D/DL faculty, IT staff and administrators on its decision making and the D/DL program's efficacy.	Art. 40.B.
Curriculum Asst.	As needed				Curriculum	Enter course information into ASSIST.org	
Chair, Faculty member	As needed				Curriculum	Faculty member agrees to an assignment to develop or change a D/DL course.	Art. 40.C.6.
V.P., Faculty member	As needed				Curriculum	Faculty member and V.P. agree in writing, prior to the assignment start date, to the method of compensation for an assignment to develop or change a D/DL course. V.P. sends copy to the Division Chair and the AFT Chapter Chair.	Art. 40.C.6.

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Curriculum Asst.	As needed				Curriculum	Guide Faculty thorough curriculum paperwork process, (submitting updates, new courses, converting a course to online format, and making changes to existing courses)	
Curriculum Asst.	As needed				Curriculum	Maintain program files for all degrees and certificates	
Curriculum Asst.	As needed				Curriculum	Research Curriculum issues for all divisions	
Curriculum Asst.	Each production cycle				Directories	Update college catalog directory with the names, disciplines and degrees of all full-time and temporary adjunct faculty with seniority.	Art. 13.D.14.
Supervisors	As needed				Evaluations (Classified)	Probationary employees shall be evaluated during the 2nd and 4th months of their probationary period.	Staff Guild Art. 16
Deans, Chairs, Administrators	As needed				Facilities mgmt.	Assign/reassign offices to Chairs, Counselors, AFT Chapter President and Grievance Rep.; provide access to office space for adjunct faculty.	Art. 9