

DRAFT

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

<--Enter dates to include in filter-->	3/28/16, Mon	4/8/16, Fri
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Still needs to be reviewed against the new AFT contract

Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
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)	
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...	

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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	-	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	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.
FYI	Spring	-	4/1/16, Fri		Non-Instrct. 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-Instrct. Day	Spring Break	Art. 11, App. M
FYI	Spring	-	4/3/16, Sun		Non-Instrct. 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-Instrct. 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 Tuesday	-	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-Instrct. Day	Spring Break	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
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-Instrct. 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.
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	
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...	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
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.
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.
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.
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
V.P. or designee	2 year cycle for each	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
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
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.	