

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

<--Enter dates to include in filter-->	11/10/14, Mon	11/22/14, 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	Summer/Fall	10/22/14, Wed	11/10/14, Mon		Sched. prep.	Schedule meetings between Deans, Chairs and Karen to discuss the galley redlines.	
Deans, Chairs, Academic Affairs team	Summer/Fall	10/27/14, Mon	11/10/14, Mon		Sched. prep.	Deans meet with Chairs and others, review the Galley redlines for Summer/Fall, then submit to Karen	
Accreditation Steering Committee	2nd Monday	-	11/10/14, Mon		Committees	Accreditation Steering Committee meeting	
Faculty being reviewed	1-3 year cycle for each member	-	11/10/14, 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)	-	11/10/14, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Tenure Review Committee, Probationary member	Yearly	-	11/10/14, 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
Academic Senate	2nd & 4th Tuesday	-	11/11/14, Tue		Committees	Academic Senate meeting	
FYI	Yearly	-	11/11/14, Tue		Holiday	Veteran's Day	Art. 11, App. M
???	Wednesdays	-	11/12/14, Wed	?	Committees	FPIP meeting	
V.P., Deans, Helen, Karen	Wednesdays	-	11/12/14, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	11/12/14, Wed		FYI	Follow up of Office of Instruction meeting	
Student Equity, Access and Completion Committee	2nd Thursday	-	11/13/14, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Deans, Chairs, Admin. Staff	Fall	10/13/14, Mon	11/14/14, Fri		Instr. Asg's.	Review instr. Late-start asgs. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to load blocks, banking... Process corrections on Protocol, offer letters, Load Blocks...	
Facilities Committee	3rd Monday	-	11/17/14, Mon		Committees	Facilities Committee meeting	

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Peer Review Committee	1-3 year cycle for each member	-	11/17/14, 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	-	11/17/14, Mon		FYI	Priority registration for Spring begins	
Admin. Staff	Monthly (as needed)	-	11/17/14, Mon		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Deans, Admin. Staff	Summer/Fall	11/5/14, Wed	11/18/14, Tue		Sched. prep.	Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the galley redlines.	
Deans, Chairs, Academic Affairs team	Summer/Fall	11/10/14, Mon	11/18/14, 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	
Academic Senate	1st & 3rd Tuesd	-	11/18/14, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	11/18/14, Tue		Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	11/18/14, Tue	?	Committees	Transfer Committee meeting	
Karen	Monthly	11/14/14, Fri	11/19/14, 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	11/19/14, Wed	11/19/14, Wed		FYI	Payroll Lockout - Monthly	
Distance Education Committee	?	-	11/19/14, Wed		Committees	Distance Education Committee meeting	
???	Wednesdays	-	11/19/14, Wed	?	Committees	FPIP meeting	

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V.P. or designee	1-3 year cycle for each member	-	11/19/14, 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	Wednesdays	-	11/19/14, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff Karen	Wednesdays	-	11/19/14, Wed		FYI	Follow up of Office of Instruction meeting	
	Summer/Fall	-	11/20/14, Thu		Sched. prep.	1. rolls over Cost Centers in SAP 2. rolls over previous terms on Protocol, if not done during 1st-draft prep 3. request District do global changes if needed	
Probationary faculty member	Yearly	-	11/20/14, Thu		Tenure Review	Probationary member has 10 days to comment on review before it is forwarded to V.P.	Art. 42.B. Appendix C
Work Environment Committee	Last Friday	-	11/21/14, Fri		Committees	Work Environment Committee meeting	
V.P., Deans, Admin. Staff	Every other Friday	-	11/21/14, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Chairs, Admin. Staff	Winter	-	11/21/14, Fri	Fa 12	Instr. Asg's.	All Winter assignments filled by this date (end of 12th week of prior semester).	Art. 15.A.2.
Admin. Staff	Yearly	-	11/21/14, Fri		Notices	Send holiday closure announcement to faculty through academic affairs email for Thanksgiving days.	
Faculty	Spring	11/7/14, Fri	11/24/14, 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.
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	9/25/14, Thu	11/26/14, Wed		Evaluations (Basic)	Continue - Basic evaluations.	Art. 19.E-F. Art. 19.J. Appendix C
V.P.	Yearly	11/20/14, Thu	12/1/14, 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

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Karen	Summer/Fall	11/20/14, Thu	12/4/14, Thu		Sched. prep.	1. puts Galley redlines on Protocol, & ACT, Puente, Black Scholars, Intern'l, Jumpstart (if not done already), 2. misc. clean up.	
V.P. or designee	2 year cycle for each member	8/25/14, Mon	12/5/14, Fri		Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C
V.P.	Yearly		12/5/14, Fri		Tenure Review	Evaluation materials are submitted to the President for review.	
Deans, Chairs	Fall	8/25/14, Mon	12/12/14, 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	9/2/14, Tue	12/12/14, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	