

# Winter/Spring 2016 Schedule Production Timeline

(Subject to Change)

3/3/15 - 3/17/15 Suggested	<b>Divisions (and Deans) meet to discuss the upcoming academic year.</b>
Mon. 3/2/15 - Wed. 3/18/15	<b>Deans consult with Program Directors and submit special program schedules to Karen, e.g. ACT, Jumpstart...</b>
Thu. 4/9/15	<b>Galleys are distributed to Chairs, Program Directors and Deans.</b>
Mon. 4/13/15 - Wed. 4/22/15	<b>Deans meet with Chairs and Program Directors.</b> <ul style="list-style-type: none"><li>➤ Discuss schedule production and galleys (distributed by Karen). Chairs are welcome to include their Vice Chairs and assistants.</li></ul>
Mon. 4/13/15 - Wed. 4/29/15	<b>Chairs review the galleys.</b> <ul style="list-style-type: none"><li>➤ Chairs meet with their division and Program Directors, complete all supporting documents including Seniority Lists and Instructors' Workblock Forms, redline all corrections on galleys, return to Karen.</li><li>➤ Program Directors coordinate their schedules with the Chairs. Summary pages are for reviewing convenience only; they should not be returned. Any necessary changes must be redlined on the galleys (by the Chairs).</li><li>➤ The schedule should be 100% complete at this point, and <b>all</b> sections should be staffed.</li></ul>
<b>Wed. 4/29/15</b>	<b>Deadline for Chairs to return completed galleys, Seniority Lists and Instructors' Workblock</b>
Fri. 5/1/15 - Fri. 5/15/15	<b>Deans, Chairs and Karen meet, review redlined galleys and supporting documents.</b> <ul style="list-style-type: none"><li>➤ Chairs are welcome to include their Vice Chairs and assistants.</li><li>➤ Deans approve redlines, Karen takes originals and gives copies to Chairs and Deans. <i>Exception</i>, if there are any remaining issues or missing documentation, Chairs will have a short period of time to resolve; and follow up meetings will be scheduled.</li></ul>
Fri. 5/15/15 - Fri. 5/22/15	<b>Deans, Chairs and Karen meet to follow up on any outstanding galley issues.</b> <ul style="list-style-type: none"><li>➤ Chairs are welcome to include their Vice Chairs and assistants.</li><li>➤ Deans approve redlines. Karen takes originals; gives copies to Chairs and Deans.</li></ul>

---

## No schedule changes will be accepted after this point.

---

Tue. 6/30/15	<b>Deadline for Chairs to submit department ads to Deans and Karen.</b>
Mon. 7/6/15	<b>Deadline for Deans to submit department ads to Michelle and/or Karen.</b>
Wed. 7/8/15 - Thu. 7/16/15	<b>Deans, Chairs and Faculty review final class schedule (electronic link sent to all). Faculty notify Chairs of any <i>egregious</i> errors.</b>
Wed. 7/8/15 - Mon. 7/20/15	<b>Chairs/Deans complete the final review of schedule.</b> <ul style="list-style-type: none"><li>➤ Chairs and Deans complete their review of the final class schedule, address any egregious errors submitted by faculty and submit redlines to Karen.</li><li>➤ Corrections to <i>egregious</i> errors only. If change was not shown on the galley redline submission it cannot be changed at this point.</li></ul>
Thu. 7/23/15 - Mon. 7/27/15	Scheduler processes corrections, downloads data, formats and submits to graphic artist.
Mon. 7/27/15 - Mon. 8/10/15	Graphic artist prepares schedule and submits page proofs to Deans and scheduler.
Mon. 8/10/15 - Wed. 8/19/15	Deans/scheduler review page proofs, redline any corrections and submit to graphic artist.
Wed. 8/19/15 - Mon. 8/24/15	Scheduler and graphic artist process corrections, graphic artist sends file to printer.
Mon. 8/24/15 - Fri. 9/11/15	Printer sets up and submits blue lines. Graphic artist, scheduler, Deans review / approve.
Fri. 9/11/15 - Mon. 9/21/15	Graphic artist puts schedule (pdf) on website. IT makes searchable schedule available on web.
Fri. 9/11/15 - Fri. 9/25/15	Printer completes printing and delivers schedules to campus.
10/9/15 Wi-16, 11/6/15 Sp-16	Offer letters are processed and mailed. (AFT requires initial offer by 10/9/15 for Wi-16, and by 11/6/15 for Sp-16).
10/26/15 Wi-16, 11/16/15 Sp-16	Priority enrollment begins for Winter on 10/26/15 and for Spring on 11/16/15.