

DRAFT

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

<--Enter dates to include in filter-->	4/11/16, Mon	4/22/16, 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
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	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	
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	
Distance Education Committee	3rd Wednesday	-	4/13/16, Wed		Committees	Distance Education 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	

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Deans, Chairs, Admin. Staff	Winter/Spring	4/1/16, Fri	4/14/16, Thu		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	4/5/16, Tue	4/14/16, Thu		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	Suggested
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	4/14/16, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Karen	Winter/Spring	3/11/16, Fri	4/15/16, Fri		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	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.

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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.
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	
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 Tuesd	-	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	

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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)	-	4/19/16, Tue		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
Karen, Admin. Staff	Monthly	4/15/16, Fri	4/20/16, Wed		Instr. Asg's.	Checks instructor asgns (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, 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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V.P., Deans, Admin. Staff	Every other Friday	-	4/22/16, Fri		FYI	Academic Affairs - all staff meeting	
Karen	Winter/Spring	4/15/16, Fri	4/25/16, Mon		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.	
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
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.
Dean, Chair, Scheduler, Admin. Staff	Winter/Spring	4/22/16, Fri	5/11/16, Wed		Sched. prep.	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	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.	