

SAN DIEGO MESA COLLEGE
Office of Instructional Services, Resource Development and Research
TIMELINE FOR SPRING 2010 SCHEDULE DEVELOPMENT (REVISED)

Spring 2010: January 25-May 22, 2010

TIME FRAME:	ACTION:	Deans	Chairs	VPI Staff
1. 05/18/09 (M)	• Scheduler available.	X	X	X
2. 05/20/09 (W)	• Roll Forward available to deans and secretaries.	X		
3. 05/20/09 (W)	• Deans review FTEF allocations and schedule development timeline with chairs.	X	X	
4. 05/18/09 (W) to 07/10/09 (F)	• Chairs input schedule changes directly into the Scheduler. ➢ Contact Vice President of Instruction (VPI) office for Scheduler Manual and training. • Chairs work with secretaries to make changes that cannot be done within the Scheduler • Chairs/Deans review faculty submitted course promotional ads for inclusion in printed schedule.	X	X	
5. 07/10/09 (F)	• Last day for chairs to input into Scheduler	X		
6. 07/13/09 (M) to 08/21/09 (F)	• Schools resolve schedule problems <u>using latest printer proofs</u> ➢ Secretaries input all changes into ISIS ➢ Schools are responsible for assuring room assignments do not create conflicts. (*) ➢ Change to Masters (CTMs) are not required to be sent to VPI office	X	X	
7. 08/21/09 (F)	• Last day for schools to input prior to completing Schedule Development Report	X		
8. 08/28/09 (F)	• Schools complete and submit <u>Schedule Development Report</u> ➢ Verify scheduling is complete with FTEF totals by discipline and school ➢ List zero cap classes and zero cap FTEF ➢ Verify all room assignments are complete. Schools are not to make any new room assignments after this date. (**) ➢ Review school priority rooms for conflicts (including classes from other schools) ➢ List classes that need rooms ➢ Report and describe unresolved scheduling challenges ➢ Submit report to VPI; Dean, Instructional Services; Admin Tech; Senior Clerical	X		
9. 08/28/09 (F) to 09/18/09 (F)	• Office of Instruction review ➢ Senior Clerical identifies and inputs rooms listed in report ➢ Senior Clerical reviews time-block usage and assists in resolving room conflicts ➢ Admin Tech verifies printed scheduling accuracy for no prints, out of range, comments, curriculum pending, honor courses, LCOMs, etc. in preparation for formatted review. ➢ Change to Masters (CTMs) are not required to be sent to VPI office		X	X
10. 09/18/09 (F)***	• First Download (tape cut) at 4:00 p.m. (***)	X	X	X
11. 09/21/09 (M)	• Schools review first download printer proofs ➢ Changes beyond this point are inputted into ISIS by school secretary. ➢ Confirming CTMs are sent to Admin Tech, Senior Clerical and to school's timekeeper. ➢ <u>For changes to appear in the printed schedule a hard copy CTM with dean's signature is required at the first download review.</u>	X	X	
12. 09/23/09 (W)	• First download review for final corrections to printed class schedule. ➢ Secretaries input first download review changes into ISIS with a confirming CTM sent to Admin Tech, Senior Clerical and to school's timekeeper. ➢ All changes inputted into ISIS will be reflected in the online schedule. ➢ For changes to appear in the printed schedule deans' signed CTMs are processed and initialed for manual placement into the first download printed schedule.	X	X	X
13. 09/28/09 (M) to 10/26/09 (M)	• Faculty unsigned TAOs and Program Cards submitted to Employment/Payroll (Dean to sign)	X		
14. 10/23/09 (F)	• Flex obligation for Spring 2010 displayed			X
15. 11/02/09 (M)	• Spring 2010 class schedule available online (District) • List of CRNs sent to Student Services to extend add code deadline (Admin Tech)			X
16. 11/02/09 (M)	• New Adjunct Employment paperwork completed (new hires ≥ 18 months gap)	X		
17. 11/30/09 (M)	• Signed original TAOs and Program Cards to Employment/Payroll • Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses)	X		
18. 02/05/10 (F)	• FTEF adjustments (DCP, Work Experience, etc.)	X		X
19. 02/19/10 (F)	• Final submission for Spring 2010 Honors Contracts	X		X
20. 04/09/10 (F)	• Cancel zero enrollment classes	X		X

Room Scheduling Process

* Up to 7/10/09 for chairs and up to 8/21/09 for secretaries to input rooms. Schools receive priority room listings for rooms they are authorized to utilize. Deans distribute listings to chairs and indicate which rooms are available to each department. For rooms outside the department or outside the school, chairs confer with their dean. Only deans will make requests to other school deans.

** After 8/21/09 room change requests must be emailed to VPI Office by dean or secretary. All room changes are entered into ISIS by Office of Instruction Senior Clerical.

*** Tentative Dates – Dates are determined by District Instructional Services.

Original: 5/18/09

Revised: 5/22/09; 6/15/09; 8/24/09