

Proposed Timeline for Summer 1999 and Fall 1999 Schedule Development

Time Frame:	ACTION:	CHAIRS	DEANS	V.P.STAFF
SUMMER 1999 SEMESTER JUNE 14 – AUGUST 7, 1999				
1. 11/20/98-11/30/98	Deans distribute roll forwards to chairs and review schedule timeline and FTEF allocation with chairs.	X	X	
2. 11/30/98-12/14/98	Department chairs complete schedule and submit to school deans.	X	X	
3. 12/14/98-1/15/99	School deans review schedule submissions for input.	X	X	
4. 1/15/99	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT –Please adhere to this date.		X	
5. 1/19/99-2/12/99	Assume schedule in Office of Instruction. Rooms reviewed for conflict.			X
6. 3/11/99	Tape cut at 5:00 p.m.	X	X	X
7. 3/23/99	Review of galley.	X	X	X
FALL 1999 SEMESTER AUGUST 23 – DECEMBER 21, 1999				
1. 1/14/99-2/8/99	Roll forwards are available to deans' for distribution. Deans to review schedule timeline and FTEF allocation with chairs.	X	X	X
2. 2/9/99-3/12/99	Department chairs complete schedule and submit to school deans.	X	X	
3. 3/12/99-4/9/99	School deans review schedule submissions for input	X	X	
4. 4/9/99	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT-Please adhere to this date.	X	X	X
5. a. 4/9/99 b. 4/9/99-4/23/99	Assume schedule in Office of Instruction. Rooms reviewed for conflict.			X
6. 5/6/99	Tape cut at 5:00 p.m.	X	X	X
7. 5/14/99	Review of galley	X	X	X