

SAN DIEGO MESA COLLEGE
Office of Instruction

Timeline for Fall 2001 Schedule Development

| Fall 2001 Semester August 20 -December 20, 2001 | | | | |
|--|---|--------|-------|-----------|
| Time Frame: | ACTION: | CHAIRS | DEANS | V.P.STAFF |
| 1. 1/17/01 | Roll forwards are available to deans' for distribution. | X | X | X |
| 2. 1/17/01-1/24//01 | Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule development. | X | X | |
| 3. 1/24/01-2/28/01 | Department chairs develop and complete schedule; then submit to school deans for review. Secretaries begin input of schedule after deans have reviewed data. | X | X | |
| 4. 2/28/01-4/9/01 | School deans continue to review final schedule submissions and secretaries continue to input data. | | X | |
| 5. 4/9/01 | LAST DAY FOR DEANS' SECRETARIES TO DO INPUT-Please adhere to this date. | X | X | |
| 6. 4/10/01 | Assume schedule in Office of Instruction. Rooms reviewed for conflict. Rooms released. | | | X |
| 7. 4/27/01 | No prints in place. Return to print five (5) days after tape cut date. | | X | |
| 8. 5/3/01 | Tape cut at 5:00 p.m. | X | X | X |
| 9. 5/14/01* | Review of galley as scheduled. | X | X | X |

* Tentative Date – Date is determined by receiving of proofs from printer.