

San Diego Mesa College
Office of Instructional Services and Economic Development
Timeline for Fall 2002 Schedule Development

REVISED

Fall 2002: September 3 to December 21, 2002				
Time Frame:	ACTION:	CHAIRS	DEANS	V.P. STAFF
1. 12/11/01	Roll forwards available to deans' for distribution. Excel room charts electronically distributed to Deans.	X	X	X
2. 12/11/01- 12/13/01	Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule and room chart development.	X	X	
3. 12/13/01- 2/08/02	Department chairs develop and complete schedule; then submit to school deans for review. Secretaries begin input of schedule after deans have reviewed data. Continued development and completion of Excel electronic room charts	X	X	
4. 2/11/02- 3/04/02	School deans continue to review final schedule submissions and secretaries continue to input data to ISIS. All room changes must be inputted into Excel room charts.	X	X	
5. 3/04/02	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT	X	X	
6. 3/05/02	Assume schedule and completed Excel room charts in Office of Instruction in AM.			X
7. 3/05/02- 3/14/02	Rooms reviewed for conflict.			X
8. 3/14/02	Changes to master schedule involving rooms submitted and processed.	X	X	X
9. 4/02/02- 5/12/02	Test, review, and monitor fall schedule input.			
10. 4/01/01	No print codes in place. Return code to print upon notification.		X	
11. 4/018/02	Tape cut at 4:00 p.m. (First Download)	X	X	X
12. 5/16/02	Review of galley for input of final corrections to class schedule. Any changes after 4 p.m. will be reflected in the online schedule, but not the printed schedule.		X	X

Original: 10/12/01
 Revised: 11/07/01
 Revised: 12/07/01
 Revised: 02/22/02
 Revised: 03/20/02