

San Diego Mesa College
Office of Instructional Services and Economic Development

Timeline for Spring 2001 Schedule Development

| Time Frame: | ACTION: | CHAIRS | DEANS | V.P. STAFF |
|---|---|--------|-------|------------|
| Spring 2001 Semester January 22 – June 1 | | | | |
| 1. 5/15/00 | Roll forwards available to deans' for distribution. | | | X |
| 2. 5/15/00-5/26/00 | Deans to review schedule timeline and FTEF allocation with chairs. | X | X | |
| 3. 5/26/00-6/23/00 | Department chairs complete schedule and submit to school deans. | X | X | |
| 4. 6/23/00-8/30/00 | School deans review schedule submissions and secretaries input data. | X | X | |
| 5. 8/30/00 | LAST DAY FOR DEANS' SECRETARIES TO DO INPUT | X | X | |
| 6. 8/31/00 | Assume schedule in Office of Instruction. Rooms reviewed for conflict. Rooms released and classrooms will be assigned. | | | X |
| 7. 9/27/00 | No print codes in place. Return code to print five (5) days after tape cut date. | | X | |
| 8. 10/2/00 | Tape cut at 5:00 p.m. | X | X | X |
| 9. 10/12/00* | Review of galley as scheduled. | | X | X |

* Tentative Date – Date is determined by availability of galley from District Instructional Services.

Revised: 08/03/00 – New Tape Cut Date