

San Diego Mesa College
Office of Instructional Services and Economic Development

Revised 8/30/01

Timeline for Spring 2002 Schedule Development

Spring 2002 Semester January 22 – June 3, 2002				
Time Frame:	ACTION:	CHAIRS	DEANS	V.P. STAFF
1. 5/21/01	Roll forwards available to deans' for distribution. Excel room charts electronically distributed to Deans.	X	X	X
2. 5/21/01-5/29/01	Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule and room chart development.	X	X	
3. 5/29/01-6/22/01	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. 6/25/01-9/10/01	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. 9/10/01	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT	X	X	
6. 9/11/01	Assume schedule and completed Excel room charts in Office of Instruction in AM. Rooms reviewed for conflict. Rooms released and classrooms will be assigned.			X
7. 9/27/01	No print codes in place. Return code to print upon notification.		X	
8. 10/1/01	Tape cut at 5:00 p.m.	X	X	X
9. 10/9/01	Review of galley as scheduled.		X	X

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File: schedule/deadline/Spring 2002 timeline