

# San Diego Mesa College

## Office of Instructional Services and Economic Development

### Timeline for Spring 2003 Schedule Development

Spring 2003: February 3, 2003 – June 2, 2003				
Time Frame	ACTION:	CHAIRS	DEANS	V.P. STAFF
1. May 22 (W)	Roll forwards available to deans' for distribution. Excel room charts electronically distributed to Deans.	X	X	X
2. May 22 (W) May 28 (T)	Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule and room chart development.	X	X	
3. May 28 (T) July 1 (M)	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. July 2 (T) Aug 26 (M)	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. Aug 26 (M)	<b>LAST DAY FOR DEANS' SECRETARIES TO DO INPUT</b>	X	X	
6. Aug 27 (T)	Assume schedule and completed Excel room charts in Office of Instruction in AM.			X
7. Aug 27 (T) Sept 13 (F)	Rooms reviewed for conflict.			X
8. Sept 16 (M)	Changes to master schedule involving rooms submitted and processed.	X	X	X
9. Sept 13 (Th)	No print codes in place. Return code to print upon notification.		X	
10. Sept 20 (F)	Tape cut at 4:00 p.m. (First Download)	X	X	X
11. Sept 26 (Th)	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: 5/15/02