

San Diego Mesa College
Office of Instructional Services and Economic Development
Timeline for Spring 2004 Schedule Development

Spring 2004: February 2 to May 29, 2004				
Time Frame:	ACTION:	CHAIRS	DEANS	V.P. STAFF
1. 5/14/03 (W)	Roll forwards available to deans' for distribution.	X	X	X
2. 5/14/03- (W) 5/19/03 (M)	Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule development and room assignments.	X	X	
3. 5/19/03- (M) 6/30/03 (M)	Department chairs develop and complete schedule and room assignments; then submit to school deans for review. Secretaries begin input of schedule after deans have reviewed data. Development continued.	X	X	
4. 6/30/03- (M) 8/25/03 (M)	School deans continue to review final schedule submissions and secretaries continue to input data to ISIS. All rooms to be input using Room Matrix.	X	X	
5. 8/25/03 (M)	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT	X	X	
6. 8/26/03 (T)	Assume completed schedule in Office of Instruction in AM.			X
7. 8/26/03- (T) 9/8/03 (M)	Rooms reviewed for conflict. Rooms released and classrooms will be assigned.			X
8. 9/8/03 (M)	Changes to master schedule involving rooms submitted and processed.			X
9. 9/12/03 (F)	No print codes in place.		X	
10. 9/19/03* (F)	First Download (Tape Cut) at 4:00 p.m.	X	X	X
11. 9/25/03* (Th)	Galley as scheduled. Review of First Download (Tape Cut) for input of final corrections to class schedule. Any changes after 4pm will be in the online schedule but may be in the printed schedule.		X	X

* Tentative Dates – Dates are determined by District Instructional Services

Original: 5/9/03
Revised: