

## Timeline Summer 2001 Schedule Development

<b>June 11 - August 18, 2001</b>				
Time Frame:	ACTION:	CHAIRS	DEANS	V.P. STAFF
1. 10/18/00	Roll forwards are available to deans' for distribution.			X
2. 10/18/00-10/20/00	Deans to review schedule timeline and FTEF allocation with chairs.	X	X	
3. 10/20/00-11/30/00	Department chairs complete schedule and submit to school deans.	X	X	
4. 11/30/00-2/12/01	School deans review schedule submissions and secretaries input data.	X	X	
5. 2/12/01	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT	X	X	
6. 2/13/01	Assume schedule in Office of Instruction. Rooms reviewed for conflict. Rooms released and classrooms will be assigned.			X
7. 3/7/01	No print codes in place. Return codes to print five (5) days after tape cut date.		X	
8. 3/16/01*	Tape cut at 5:00 p.m.	X	X	X
9. 3/29/01*	Review of galley as scheduled.		X	X

\* Tentative Date – Date is determined by District Instructional Services.