

San Diego Mesa College
Office of Instructional Services and Economic Development
Timeline for Summer 2002 Schedule Development

Summer 2002 Semester June 10 – August 17, 2002				
Time Frame:	ACTION:	CHAIRS	DEANS	V.P. STAFF
1. 10/10/01	Roll forwards available to deans' for distribution. Excel room charts electronically distributed to Deans.	X	X	X
2. 10/10/01- 10/12/01	Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule and room chart development.	X	X	
3. 10/12/01- 11/30/01	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. 11/30/01- 2/10/02	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. 2/11/02	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT	X	X	
6. 2/12/02	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. *3/7/02	No print codes in place. Return code to print upon notification.		X	
8. *3/22/02	Tape cut at 4:00 p.m.	X	X	X
9. *3/18/02	Review of galley as scheduled.		X	X

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