

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES, RESOURCE DEVELOPMENT AND RESEARCH
TIMELINE FOR Spring/Intersession 2009 SCHEDULE DEVELOPMENT**

Spring/Intersession 2009: January 26 – May 23, 2009

| TIME FRAME: | ACTION: | Chairs | Deans | V.P. Staff |
|---|--|---------------|--------------|-------------------|
| 1. 06/04/08 (W) | • Scheduler available to deans, chairs and secretaries. | X | X | X |
| 2. 06/04/08 (W) | • Roll Forward available to deans and secretaries. | | X | |
| 3. 06/04/08 (W) | • Deans to review schedule timeline for spring and FTEF allocation with chairs. • Chairs begin Scheduler input for fall per District Manual. Contact Vice President's office for training. | X | X | X |
| 4. 06/04/08 (W) -07/18/08 (F) | • Department chairs continue to input/develop/complete schedule, room assignment(*) and "ad" materials. | X | X | |
| 5. 07/18/08 (F) | • LAST DAY FOR CHAIR INPUT TO SCHEDULER. | X | X | |
| 6. 07/21/08 (M) - 08/08/08 (F) | • Secretaries review Scheduler submissions and input to ISIS. | X | X | |
| 7. 08/08/08 (F) | • LAST DAY FOR DEANS' SECRETARIES TO DO INPUT | X | X | |
| 8. 08/11/08 (M) | • Schools submit "Schedule Development Report" to Vice President of Instruction, Office of Instruction (cc to Admin Tech and Senior Clerical): ○ Verification that input is complete with FTEF totals by discipline and school ○ List of zero cap classes and FTEF ○ All room assignments completed. No new room assignments/changes after this date. (**) ○ Verification that all rooms under school control are checked for conflicts (including any classes from other schools in these rooms) ○ List of classes that need rooms ○ Other outstanding problems not resolved | | X | X |
| 9. 08/11/08 (M) | • Schools resolve schedule problems using provided printers proofs ○ School secretary makes changes directly to ISIS; no change to master is required ○ Schools responsible for assuring no new room assignments (room conflicts) result from these changes (**) | | X | |
| 10. 08/11/08 (M) -08/29/08 (F) | • Office of Instruction ○ Senior Clerical identifies rooms for classes and resolves room conflicts (**) ○ Admin Tech assures hours/FTEF/etc. are accurate; adds no print codes; etc. | | | X |
| 11. 08/29/08*** (F) | • First Download (tape cut) at 4:00 p.m. | X | X | X |
| 12. 09/02/08 (T) | • Review of First Download printer's proof by Schools. ○ Changes beyond this point must be input into ISIS by school secretary and into downloaded Word document by Office of Instruction ○ Schools responsible for assuring no new room assignments (room conflicts) are introduced(**) ○ Confirming Change to Masters required for any and all changes ○ School secretary sends confirming CTM immediately via email directly to Senior Clerical; cc to dean, School's timekeeper and Admin Tech; no signature required unless changes are to be included in the printed schedule. | X | X | X |
| 13. 09/10/08*** (W) | • Review of first download for input of final corrections to class schedule. Changes after 4 p.m. reflected in the online schedule, but <u>may</u> not be in the printed schedule. Confirming CTMs with dean's approval required for printed schedule. (A102) | X | X | X |
| 14. 09/15/08 (M) -10/13/08 (M) | • Faculty Unsigned TAOs and Program Cards submitted to Employment/Payroll (Dean to sign) | | X | |
| 15. 10/10/08 (F) | • Flex obligation for Spring, 2009 displayed | | | X |
| 16. 10/06/08 (M) | • Class Schedule available online (District) • List of CRNs sent to Student Services to extend add code deadline (Admin Tech) | | | X |
| 17. 12/01/08 (M) | • Signed original TAOs and Program Cards to Employment/Payroll • Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses) • Remove non-pertinent information from roll-forward | | X | |
| 18. 11/03/08 (M) | • New Adjunct Employment paperwork completed (new hires ≥ 18 months gap) | | X | |
| 19. 02/06/09 (F) | • FTEF adjustments (DCP, Work Experience, etc.) | | X | X |
| 20. 02/20/09 (F) | • Final submission of 290 courses and Honors Contracts | | X | X |
| 21. 04/03/09 (F) | • Cancel zero enrollment classes | | X | X |

Room Scheduling Process (*): Up to 08/08/08 for deans' secretaries and 07/18/08 for chairs to do input: Schools receive list of rooms in which they are authorized to schedule classes directly; deans distribute list to department chairs and indicate which rooms are available to each department. For rooms outside the department or outside the school, department chairs confer with their own dean. Deans will make requests to other school deans.

** 08/11/08: After last date for deans' secretaries to do input: Requests for room changes must be made to Office of Instruction and should be sent via email from school secretary or dean. All room changes are entered in ISIS by Office of Instruction (Senior Clerical Assistant).

*** Tentative Dates – Dates are determined by District Instructional Services. Original: 05/20/08