

SAN DIEGO MESA COLLEGE
Office of Instruction
TIMELINE FOR SPRING 2016 SCHEDULE DEVELOPMENT

TIME FRAME:	ACTION:	Chairs	Deans	VPI Staff
1. 5/26/15 (T)	• Scheduler available	X	X	X
2. 5/27/15 (W)	• Roll Forward hard copies available to deans and secretaries		X	
3. 5/27/15 (W)	• Deans review FTEF allocations and schedule development timeline with chairs	X	X	
4. 5/27/15 (W) to 8/14/15 (F)	• Chairs input schedule changes directly into the Scheduler * Contact Vice President of Instruction (VPI) office for Scheduler Manual and training • Chairs work with secretaries to make changes that cannot be done within the Scheduler	X	X	
5. 8/14/15 (F)	• Last day for chairs to input into Scheduler	X		
6. 8/17/15 (M) to 9/11/15 (F)	• Schools resolve schedule problems <u>using latest printer proofs</u> ➢ Secretaries input all changes into ISIS ➢ Schools are responsible for assuring room assignments do not create conflicts. (*) ➢ Change to Masters (CTMs) are not required to be sent to VPI office	X	X	
7. 9/11/15 (F)	• Last day for schools to input prior to submitting information to VPI office	X	X	
8. 9/11/15 (F)	• School Dean and Sr. Secretary ➢ Schools are not to make any new room assignments after this date (**) ➢ Review school priority rooms for conflicts (including classes from other schools) ➢ Verify all room assignments are complete ➢ Create a list of Clsrm CRNs as well as any unresolved scheduling challenges and email list to the VPI personnel	X	X	
9. 9/14/15 (M) to 9/25/15 (F)	• VPI Office review ➢ Admin Sec. reviews Clsrm CRNs email lists and works with schools in inputting rooms ➢ Admin Sec. reviews time-block usage and assists in resolving room conflicts ➢ Admin Tech verifies printed scheduling accuracy for no prints, out of range, comments, curriculum pending, honor courses, LCOMs, etc. in preparation for campus review ➢ Change to Masters (CTMs) are not required to be sent to VPI Office during this review			X
10. 9/25/15 (F)	• Download (tape cut) at 4:00 p.m. District (***)			X
11. 9/28/15 (M)	• Schools prepare/review for Campus Review ➢ Any and all ISIS changes now require a confirming Change to Master be sent to the VPI office personnel and to school's timekeeper. ➢ <u>For changes to appear in the printed schedule a hard copy CTM with dean's signature is required at the Campus Review.</u>	X	X	
12. 10/1/15 (Th)	• Campus Review for final corrections to printed class schedule. (LRC 435) ➢ All changes inputted into ISIS will show on the WEB in the online class schedule. ➢ For changes to appear in the printed schedule a hard copy CTM with Dean's signature is processed and initialed for manual inclusion in the printed schedule. Refer to <u>Guidelines for Campus Review.</u>	X	X	X
13. 9/26/15 (F)	• Flex obligation for Spring displayed			X
14. 9/28/15 (M) to 10/26/15 (M)	• Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses) • Signed original TAOs & Program Cards to Employment/Payroll		X	
15. 10/26/15 (M)	• New Adjunct Employment paperwork completed (new hires ≥ 18 months gap)		X	
16. 11/5/15 (Th)	• Spring 2016 class schedule available online (District)*** • List of CRNs sent to Student Services to extend add code deadline (Admin Tech)			X
17. 1/29/16 (F)	• FTEF adjustments (DCP, Work Experience, etc.)		X	
18. 4/11/16 (F)	• Cancel zero enrollment classes		X	

Room Scheduling Process

* Schools receive priority room listings for rooms they are authorized to utilize. Deans distribute listings to chairs and indicate which rooms are available to each department. For rooms outside the department or outside the school, chairs confer with their dean. Only deans may request rooms from outside their priority room list. Chairs make room changes directly in the Scheduler until 8/14/15 and secretaries make room changes until 9/11/15.

** After 9/14/15, priority room listings are no longer in effect. VPI Office personnel in coordination with deans and secretaries provide rooms for Clsrm CRNs.

*** Tentative Dates – Dates are determined by District Instructional Services.