

SAN DIEGO MESA COLLEGE
TIMELINE FOR SUMMER 2016 SCHEDULE DEVELOPMENT
SUMMER 2016: May 31 to August 6, 2016

TIME FRAME:	ACTION:	Schools	VPI Staff
1. 11/02/15 (M)	• Scheduler available.	X	X
2. 11/04/15 (W)	• Roll Forward available to deans and secretaries		X
3. 11/04/15 (W)	• Deans review FTEF allocations and schedule development timeline with chairs	X	
4. 11/04/15 (W) to 12/04/15 (F)	• Chairs input schedule changes directly into the Scheduler. ➤ Contact Vice President of Instruction (VPI) office for Scheduler Manual/Training. • Chairs work with secretaries to make changes that cannot be done within the Scheduler	X	X
5. 12/04/15 (F)	• Last day for chairs to input into Scheduler	X	
6. 12/07/15 (M) to 01/22/16 (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	
7. 01/22/16 (F)	• Last day for schools ➤ 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 Clsm CRNs as well as any unresolved scheduling challenges and email list to VPI personnel	X	
8. 01/25/16 (M) to 02/19/16 (F)	• VPI Office review ➤ Admin Sec. reviews Clsm CRNs 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 at this time		X
9. 02/19/16 (F)	• Download (tape cut) at 4:00 p.m. District (***)	X	X
10. 02/22/16 (M)	• Schools prepare/review for Campus Review ➤ All changes made in ISIS now require a confirming Change to Master be sent to the Office of Instruction personnel and to school's timekeeper	X	
11. 02/25/16 (Th)	• Campus review for final corrections to printed class schedule. (LRC 435) ➤ All changes made in ISIS will be reflected in the online WEB 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
12. 02/29/16 (M) to 03/31/16 (Th)	• Signed original TAOs to Employment/Payroll • Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses)	X	
13. 03/31/16 (Th)	• New Adjunct Employment paperwork completed (new hires ≥ 18 months gap)	X	
14. 04/12/16 (T)	• Summer 2016 class schedule available online (District)*** • List of CRNs sent to Student Services to extend add code deadline (Admin Tech)		X
15. 07/22/16 (F)	• Cancel zero enrollment classes	X	
16. 07/29/16 (F)	• FTEF adjustments (DCP, Work Experience, etc.)	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 12/04/15 and secretaries make room changes until 01/22/16.

** After 01/22/16, priority room listings are no longer in effect. Office of Instruction personnel, in coordination with deans and secretaries, provides rooms for Clsm CRNs.

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

Original: 10/6/15