SAN DIEGO MESA COLLEGE
Office of Instructional Services, Resource Development and Research
TIMELINE FOR SPRING 2012 SCHEDULE DEVELOPMENT

Spring 2012: January 23-May 19, 2012				
TIME FRAME:	**ACTION:**	**Deans**	**Chairs**	**VPI Staff**
1. 05/16/11 (M)	• Scheduler available.	X	X	X
2. 05/18/11 (W)	• Roll Forward available to deans and secretaries.	X		
3. 05/18/11 (W)	• Deans review FTEF allocations and schedule development timeline with chairs.	X	X	
4. 05/18/11 (W) to 07/8/11 (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. **07/8/11 (F)**	• **Last day for chairs to input into Scheduler**	X		

6. 07/11/11 (M) to 08/26/11 (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. **08/26/11 (F)**	• **Last day for schools to input**	X		

8. 08/26/11 (F)	• School Dean and Secretary:
	  ➢ Verify all room assignments are complete. Schools are not to make any new room assignments after this date. (**)
	  ➢ Review school priority rooms for conflicts (including classes from other schools)
	  ➢ List classes that need rooms in an email to Dean, Instructional Services; and VPI Admin Secretary
	  ➢ Report and describe unresolved scheduling challenges in an email to Dean, Instructional Services; and VPI Administrative Technician
		X		

9. 08/26/11 (F) to 09/16/11 (F)	• Office of Instruction review
	  ➢ Admin Secretary identifies and inputs rooms listed in email
	  ➢ Admin Secretary 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 formatted review.
	  ➢ Change to Masters (CTMs) are not required to be sent to VPI office
			X	X

10. **09/16/11 (F)***	• First Download (tape cut) at 4:00 p.m. (***)	X	X	X

11. 09/19/11 (M)	• Schools review printer proofs
	  ➢ Changes beyond this point are inputted into ISIS by school secretary.
	  ➢ Confirming CTMs are sent to Admin Tech, Admin Secretary 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 first download review.</u>
		X	X	

12. **09/21/11 (W)**	• **First download review for final corrections to printed class schedule (LRC 208).**
	  ➢ Secretaries input first download review changes into ISIS with a confirming CTM sent to Admin Tech, Administrative Secretary and to school's timekeeper.
	  ➢ All changes inputted into ISIS will be reflected in the online schedule.
	  ➢ For changes to appear in the printed schedule deans' signed CTMs are processed and initialed for manual placement into the first download printed schedule.
		X	X	X

13. 09/26/11 (M) to 10/24/11 (M)	• Faculty unsigned TAOs and Program Cards submitted to Employment/Payroll (Dean to sign)	X		
14. 10/21/11 (F)	• Flex obligation for Spring 2012 displayed			X
15. 11/28/11 (M)	• Signed original TAOs and Program Cards to Employment/Payroll • Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses)	X		
16. 10/31/11 (M)	• New Adjunct Employment paperwork completed (new hires≥ 18 months gap)	X		
17. 11/07/11 (M)	• Spring 2012 class schedule available online (District) • List of CRNs sent to Student Services to extend add code deadline (Admin Tech)			X
18. 02/03/12 (F)	• FTEF adjustments (DCP, Work Experience, etc.)	X		X
19. 04/13/12 (F)	• Cancel zero enrollment classes	X		X

<u>Room Scheduling Process</u>

* <u>Up to 7/4/11 for chairs and up to 8/26/11 for secretaries to input rooms.</u> 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 will make requests to other school deans.

** After 8/26/11 room change requests must be emailed to VPI Office by dean or secretary. All room changes are entered into ISIS by Office of Instruction Admin Secretary.

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

Original: 05/12/11; Revised: 7/18/11; 11/7/11