SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES AND ECONOMIC DEVELOPMENT
TIMELINE FOR FALL 2006 SCHEDULE DEVELOPMENT

Fall 2006: September 5 – December 23, 2006				
TIME FRAME:	**ACTION:**	**Chairs**	**Deans**	**V.P. Staff**
1. 11/23/05(W)	• Roll forwards available to deans for distribution.	X	X	X
2. 11/23/05(W) -11/29/05 (M)	• Deans to review schedule timeline and FTEF allocation with chairs. • Chairs begin schedule development and room assignments. (*)	X	X	
3. 11/29/05(M) -02/27/06(M)	• Department chairs develop/complete schedule & room assignments; then submit for school deans' review. (*) • Secretaries begin input of schedule after deans have reviewed data.	X	X	
4. 02/27/06(M) -04/03/06(M)	• School deans continue to review final schedule submissions. Secretaries continue to input to ISIS. **[Note: FIRST PRINTER'S PROOF (TBA)]** • All rooms to be input using Room Matrix. (*)	X	X	

5. 04/04/06(T)	• Schools submit "Schedule Development Report" to Vice President of Instruction, Office of Instruction (cc to Admin Tech and Senior Clerical):
	  o All room assignments completed. No new room assignments/changes after this date. (*)
	  o Verification that input is complete with FTEF totals by discipline and school
	  o List of zero cap classes and FTEF
	  o Verification that all rooms under school control are checked for conflicts (including any classes from other schools in these rooms)
	  o List of classes that need rooms
	  o Other outstanding problems not resolved
			X	X

6. 04/04/06(T) -05/05/06(F)	• Schools resolve schedule problems (*)
	  o Schools make changes directly to ISIS; no change to master is required
	  o Schools responsible for assuring **no new room assignments** (room conflicts) **result** from these changes
	• Office of Instruction:
	  o Senior Clerical identifies rooms for classes and resolves room conflicts
	  o Admin Tech assures hours/FTEF/etc. are accurate; adds no print codes; etc.
			X	X

7. **05/05/06******(F)**	• First Download (tape cut) at 4:00 p.m. [Baseline Schedule Copy]	X	X	X

8. 05/09/06(T)	• Review of First Download printer's proof by Schools.
	  o Changes beyond this point must be input into ISIS by schools and into downloaded Word document by Office of Instruction
	  o Confirming Change to Masters required for any and all changes
	  o Schools responsible for assuring **no new room assignments** (room conflicts) **are introduced**(*)
	  o School secretary sends confirming CTM immediately via email directly to Senior Clerical; cc to dean, School's timekeeper and Admin Tech; no signature required.
		X	X	X

9. **05/17/06**** **(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. **(A102)**		X	X
10. 05/01/06(M) -05/31/06 (W)	• Faculty Unsigned TAOs and Program Cards submitted to Employment/Payroll (Dean to sign)		X	
11. 05/26/06 (F)	• Flex Obligation for Fall 2006 Displayed		X	
12. 06/01/06(W)	• 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	
13. 06/20/06 (T)	• Class Schedule available online. List of CRNs to be sent to Student Services to extend the add code deadline. (Admin Tech)			X
14. 06/30/06 (F)	• New Adjunct Employment paperwork completed (new hires $\geq$ 18 months gap)		X	
15. 09/13/06 (W)	• FTEF adjustments (DCP, Work Experience, etc.)		X	X
16. 09/29/06(F)	• Final submission of 290 courses and Honors contracts		X	X
17. 10/27/06 (F)	• Cancel zero enrollment classes		X	X

* **Room Scheduling Process:** <u>Up to 04/04/06:</u> 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.
<u>After 04/04/06:</u> Requests for room changes must be made to Office of Instruction. Requests should be sent via email from school secretary or dean. All room changes are entered in ISIS by Office of Instruction (Senior Clerical).
**Tentative Dates – Dates are determined by District Instructional Services.   Original: 06/10/05; Revised: 11/7/05; Revised: 11/10/05