

SCHEDULE PRODUCTION TIMELINES - SPRING 2009

SCHEDULE TASKS	RESPONSIBILITY	DATE
Schedule Data Input Begins	All Schedulers can input	June 2
Initiate Creation Dates	Computng Svcs/Ukiah Scheduler/Registrar	Apr. 24
Roll Forward Greenbars	Computng Svcs to Ukiah Scheduler	Apr. 20
Roll Forward Greenbars to Centers	Centers Assistants initiate	Fall
Cover Memo & Greenbars to Ukiah Faculty	Ukiah Dean - Ukiah Scheduler distribute	Apr. 24
Schedule Cover Design Meeting	Graphics Designer propose 3 mtgs to VP & Ukiah Dean	June
Schedule Narrative Meeting	Graphics Designer send PDF's to Departments	June/July
Ukiah Faculty early review from summer input	Ukiah Scheduler send email for faculty to review	Aug. 19
Faculty Ads - Initiate memo/email	Graphics Designer email Ad deadline to Faculty on 8/27	Aug. 27
Faculty and Centers Ads Due to Graphics	GraphicsDesigner receive from Faculty	Sept. 12
Dean/Dir. Of D.E./Faculty meet re: schedule issues	Dean/D.E. Director/Faculty (set time blocks on Dean & Director calendar)	Sept. 8 - 12
Review Faculty Ads	Graphics Designer and Ukiah Dean meet to review	Sept. 16
Curriculum: New Course 2nd Readings & Mods for inclusion	Exec Admin for V.P.	Sept. 19
Curriculum: Input new courses & mods	Exec Admin for V.P.	Sept. 23 PM
Faculty Proof Schedule - Ukiah	Faculty	9/25 - 10/01
Final Schedule Input	Schedulers	10/02-10/07
Textbook Email to Faculty (due to Bookstore: 10/24)	Ukiah Dean send email to faculty	Oct. 3
Schedule Permatized A.M.	Computing Svcs	Oct.8
Schedule on Website	Computing Svcs	Oct. 9
Schedule Download A.M.	Computing Svcs	Oct. 10
Download to Graphics A.M.	Computing Svcs send to Graphics Designer	Oct. 14
Graphics formats Downloaded Schedule	Graphics Designer	Oct. 14 - 16
Proof 1 to Schedulers	Proof by Schedulers and Director of Distance Ed	Oct. 17-10/22
Return Proof 1 to Graphics A.M.	Schedulers return to Graphics A.M.	Oct. 22
CSU Matrix to Graphics Designer	Ukiah Dean & Schedulers create & send CSU Matrix on PDF	Oct. 22
Proof 2 to Schedulers	Proof by VP, Dean, Dir Dist Ed and Schedulers	Oct. 24
Textbook Requisitions Due to Bookstore	Dean deadline to Bookstore Manager- Textbook Requests	Oct. 24
Return Proof 2 to Graphics	Schedulers return to Graphics	Oct. 28
Schedule to Printer	Graphics Send	Oct. 31
Post PDF to WEB - District-Wide	Marketing	Nov. 3
MN1110- Abbreviated Schedule (Candie Report)	Ukiah Scheduler request Computng Svcs email report	Nov. 6
Reformat and Distribute MN1110	Scheduler distribute: Counselors (Change Sheet Group)	Nov. 7
Schedule on Campus	Delivered by Facilities	Nov. 14
Priority Registration Begins		Nov. 17
Distribution List: E. Alfin, K. Anderson, B. Antoni, R. Bell, K.Christopherson, D. Fulwider, V. Guleff, L. Humphrey, M. Lamb, J. Mastin, D. Moore, C. Mullis, A. Nelson, L. O'Rourke, A. Peters, D. Polak, M. Randall, P. Randrup, M. Rawitsch, A. Simpson-Logg, P. Trenholm, V. Varela, C. Woskow		

SCHEDULE PRODUCTION TIMELINES - FALL 2008

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<u>SCHEDULE TASKS</u>	<u>RESPONSIBILITY</u>	<u>DUE DATE</u>
Initiate Creation Dates	Computing Services generates	10/12/07
	Registrar & Ukiah Scheduler proof/approve Census & Holidays	
Roll Forward Greenbars	Computing Services to Ukiah Scheduler	01/09/08
Roll Forward Greenbars to Centers	Ukiah Scheduler distribute	01/23/08
Cover Memo & Greenbars to Faculty	Dean & Ukiah Scheduler	01/23/08
Faculty/Dean Conferences	Faculty schedule w/ Dean's Admin Assistant	2/4 - 2/11
Schedule Input	All Schedulers	2/4 - 3/28
Curriculum: New Course 2nd Readings Determined	Exec Admin for V.P.	02/07/08
Textbook Memo to Faculty (due to Bookstore: 3/21)	Dean of Instruction	03/03/08
Curriculum New Course & Mods input completed	Exec Admin for V.P.	03/12/08
Faculty Proof Schedule - Ukiah	Faculty	3/17 - 3/21
Final Schedule Input	Schedulers	3/26-3/28
Schedule Permatized A.M.	Computing Services	03/31/08
Schedule Download A.M.	Computing Services	04/01/08
Schedule on Web A.M.	Computing Services	04/01/08
Schedule to In-Design	Graphics	04/03/08
First Proof & Mark-up to Schedulers P.M.	Proof by Schedulers, Dean, Dir of Distance Ed	04/03/08
Return First Proof to Graphics A.M.	Schedulers return to Graphics A.M.	04/09/08
Second Proof (Final) to Schedulers	Proof by VP, Schedulers, Dean, Dir Dist Ed	04/15/08
Return Second Proof to Graphics P.M.	Schedulers return to Graphics P.M.	04/15/08
Schedule to Printer A.M.	Graphics Send	04/18/08
Post PDF to WEB - District-Wide	Graphics	04/18/08
Candie Report (MN1110- Abbreviated Schedule)	Computing Services to Ukiah Scheduler	04/18/08
Reformat and Distribute MN1110	Ukiah Scheduler distribute: Counselors, etc	04/22/08
Change Sheets begin	Schedulers	05/02/08
Schedule on Campus	Delivered by Facilities	05/02/08
<p>Distribution List: Erik Alfin, Kristie Anderson, Betty Antoni, Rose Bell, Karen Christopherson, Darletta Fulwider, Virginia Guleff, Leslie Humphrey, Mary Lamb, Jim Mastin, Donald Moore, Christine Mullis, Lois O'Rourke, Arlene Peters, Debra Polak, Meridith Randall, Peggy Randrup, Mark Rawitsch, Anastasia Simpson-Logg, Pat Trenholm, Vivian Varela, A. Nelson, C. Woskow</p>		