

Schedule Production Timeline 2012-2013

| Item | Person(s) Responsible | Fall 2012 | Winter 2013 | Spring 2013 | Summer 2013 |
|--|--|------------|-------------|-------------|-------------|
| Directors send schedule request to Department Chairs | Directors | | 9/24 | 1/2 | 3/18 |
| Department Chairs send schedule to Directors | Department Chairs | 6/1 | 10/1 | 1/4 | 3/22 |
| Directors send schedule to Char | Directors | | 10/1 | 1/4 | 3/22 |
| Draft sent for review to CAO, Inst. Directors, CSSO, DOA, and Advisors (w dates, times, faculty, text) | Char Lavender | 6/12 | 10/9 | 1/13 | 4/9 |
| Final feedback (from above) to Char | CAO, Inst. Directors, CSSO, DOA, and Advisors | | 10/12 | 1/15 | 4/9 |
| Reminder to revise front matter sent out to Schedule Contributors | Jessica Griffin Conner | 6/12 | 10/9 | 1/13 | 4/9 |
| Non-Credit information due to Lynne | Suzanne Burd, Doris Jepson, Nancey Patten, Mary Merrill | 6/14 | 10/11 | 1/17 | 4/11 |
| Final proof returned to Char Lavender | Instructional Directors, Department Chairs, CAO, CSSO, DOA, Advisors | 6/15 | 10/12 | 1/15 | 4/9 |
| Master schedule to Mary Martin (days, times, text), NO CHANGES AFTER THIS DATE | Charlotte Lavender | 6/19 | 10/16 | 1/22 | 4/16 |
| Send textbook requests to faculty | Instructional Directors | 6/22 | 11/9 | 2/15 | 5/10 |
| Class info to Jessica (credit and non-credit) | Mary Martin, Lynne Davidson | 6/26 | 10/23 | 1/29 | 4/23 |
| Textbook Info Due back to Instructional Directors | Faculty | 6/29 | 11/16 | 2/22 | 5/17 |
| 1 st proof sent for review to Schedule Contributors | Jessica Griffin Conner | 7/3 | 10/26 | 2/1 | 4/26 |
| 1 st proof returned to Jessica Griffin Conner | Schedule Contributors | 7/6 | 10/29 | 2/4 | 4/29 |
| Textbook orders sent to Rose in bookstore | Instructional Directors | 7/6 | 11/26 | 3/1 | 5/24 |
| 2 nd proof sent to Schedule Contributors | Jessica Griffin Conner | 7/10 | 10/31 | 2/6 | 5/1 |
| 2 nd proof returned to Jessica Griffin Conner | Schedule Contributors | 7/11 | 11/1 | 2/7 | 5/2 |
| Schedule sent to printer | Jessica Griffin Conner | 7/16 | 11/5 | 2/11 | 5/6 |
| Schedule posted on the web | Mary Martin | 7/16 | 11/5 | 2/11 | 5/6 |
| Postal forms completed, postage check requested, PO for printing complete | Jessica Griffin Conner | 7/16 | 11/5 | 2/11 | 5/6 |
| Schedule mailed | | 7/24 | 11/13 | 2/19 | 5/14 |
| Registration begins | | 8/2 | 11/26 | 3/4 | 5/28 |
| Rooms assigned for both campuses | Char Lavender(TDC) Lynne Davidson (HR-ICC) | 6/1-11 | 9/28-10/9 | 12/4-14 | 3/28-4/9 |
| Revisions to Master Schedule | Char Lavender Instructional Directors and Department Chairs | Until 6/15 | Until 10/12 | Until 1/18 | Until 6/21 |
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|---------------------------------------|-------------------------|--|--------------|--|--|
| ANNUAL SCHEDULE | | | | | |
| Request for Department Chair review | Instructional Directors | | 1/6 | | |
| Input sent to Instructional Directors | Department Chairs | | 1/25 | | |
| Spread sheet summary sent to advisors | Directors | | 1/29 | | |
| Meeting with advisors to review | Instructional Directors | | 1/28- 2/1 | | |

Notes:

- **Once the master schedule gets to Mary Martin, there should be no major changes to the content. At this point in the process, we should be making only very minor edits.**
- **The summer 13 and fall 13 schedules will be separate documents. The fall 13 schedule will be on the 2013-14 schedule timeline and will include accreditation announcements.**