

## Class Schedule Production Timeline - Summer 2016

Date	Responsibility	Activity
1/7 Thu	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
2/16 Tue	Curriculum Analyst	Email Martin and IT Website Staff to request test term be loaded into the test schedule.
4/7 Thu	Curriculum Analyst	Upon verification of accuracy, notify IT Web Programmer/Analyst to upload to production.
1/19/16- Tue-Thu 1/21/16	Curriculum Analyst	Run CurricUNET extract process for long titles (printed schedule). Review long course titles. When Accuracy is verified, notify IT to upload data to production.
3/28 Mon	Curriculum Analyst	Download ISCLASS section comments for review. Send corrections to Schedule Preparers to update ISIS.
9/16 Wed	Curriculum Analyst	Deliver CALT dates to Student Services
1/6 Wed	Dean, Economic Development	Report any changes in Corp Council logos to District Graphic Artist (Brenda Aguirre)
1/6 Wed	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Systems Support Analyst.
1/6 Wed	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
1/6 Wed	District Graphic Artist	Select photos for cover
1/22 Fri	District Graphic Artist	Present draft of updated cover to Director
3/21 Mon	District Graphic Artist	Deliver campus-specific color proof of final cover art and final postcard design. Beresford/Chancellor signoff
4/4 Mon	District Graphic Artist	Deliver class schedule cover files to Systems Support Analyst
1/18 Mon	Holiday	Martin Luther King
2/12 Fri	Holiday - Lincoln's Birthday	
5/20 Fri	Holiday - Memorial Day	
1/1 Fri	Holiday - New Year	
2/15 Mon	Holiday - Washington's Birthday	
1/7 Thu	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist
10/23 Fri	Information Technology	Roll Forward: From Summer 2015 to Summer 2016 Scheduler Project Available for input after the roll.
1/29 Fri	IT Production Control	<a href="#">Download (PSISCS10 ) Summer 2016 class schedule to ISCLASS WEB SERVER after 5:00 PM</a>
2/19 Fri	IT Production Control	Final download Summer 2016 class schedule (PSISCS10) to ISCLASS WEB SERVER after 11:00 PM
1/21 Thu	IT Web Staff	Upload Summer 2016 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule
4/7 Thu	IT Web Staff	Upload Summer 2016 course descriptions & requisites to production for online class schedule.
4/7 Thu	Mail Room Clerk	Prepare Postal Form for mailing post cards
1/22 Fri	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
2/1 Mon	Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
2/9 Tue	Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.

Date	Responsibility	Activity
2/22 Mon	Multimedia Specialist	Email Military Ed listings to Schedule Preparers for review
3/1 Tue	Multimedia Specialist	Integrate changes to online listings from all three colleges into one MS Word document, send to Dean, Instructional Services for review and then email document to Multimedia Specialist.
4/4 Mon	Multimedia Specialist	Combine college InDesign files into single combo schedule file
4/6 Wed	Multimedia Specialist	Notify campus Information Officers and Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
4/11 Mon	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
2/26 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
3/14 Mon	Public Information Officers	Deliver page proofs to Schedule Preparers/VP's Instruction for final review
3/1/2016- Mon - Fri 3/11/2016	Public Information Officers	Import course listings into InDesign and format
2/4 Thu	Public Information Officers	Deliver changes to Military Ed page to Multimedia Specialist
4/4 Mon	Public Information Officers / VP's Instruction	Deliver college section in hard copy and digital file to Systems Support Analyst in the AM
4/11 Mon	Public Information Officers and Student Services Student Services Technician	Proof bluelines
2/22 Mon	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
4/8 Fri	San Dieguito Printers	Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM <sup>2</sup>
4/11 Mon	San Dieguito Printers	Deliver combo schedule digital bluelines and cover color key to Instructional Services <sup>2</sup>
4/13 Wed	San Dieguito Printers	Pick up reviewed bluelines from Instructional Services
4/20 Wed	San Dieguito Printers	Mail postcards.
4/20 Wed	San Dieguito Printers	<b>Deliver combo schedules to District sites (including Student Services) 2</b>
1/29 Fri	Schedule Preparers	<b>Download of input since schedule roll. Changes after 5:00 PM will not be included in the download.</b>
2/19 Fri	Schedule Preparers	Input final corrections to class schedule prior to download. No changes (including rooms, times, instructor names) after 5:00 PM. <u>This is the final input deadline for ISIS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule. but not printed schedule</u>
2/22 Mon	Schedule Preparers	Send your online listing corrections (blatant errors only) to System Support Analyst. Remember to edit the listings with Track Changes turned on.
2/25 Thu	Schedule Preparers	Deliver MS Word- formatted course listings to PIOs
3/21 Mon	Schedule Preparers	Return corrected page proofs to PIOs in AM

Date	Responsibility	Activity
2/1/2016- Mon-Thu 2/4/2016	Schedule Preparers	Print and distribute course listings. Coordinate review of ISIS content with department chairs and campus deans. Update content changes/corrections in ISIS. Report CurricUNET errors to Systems Support Analyst to correct
2/22/2016- Mon-Thu 2/25/2016	Schedule Preparers	Print and distribute course listings. Coordinate review of ISIS <u>content</u> with department chairs and campus deans. Update content changes/corrections in ISIS. Report errors regarding title and short course descriptions to Instructional Services
2/1 Mon	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from IS Class Schedule Website (after 8:30 AM)
2/22 Mon	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Schedule Website (after 8:30 AM)
3/28/2016- Mon-Fri 4/1/2016	Spring Break	
10/26 Mon	Student Services Analyst (Melonie)	Scheduler available
1/6 Wed	Student Services Support Technician	Deliver cover changes to District Graphic Artist
1/7 Thu	Student Systems Support Technician	Deliver highlighted changes in MS Word (final narrative, academic calendars/common pages, fee information, policy statements, etc. for Combo class schedules) to Multimedia Specialist
1/7 Thu	Student Systems Support Technician	Provide changes to inside front cover to District Graphic Artist
2/9 Tue	Student Systems Support Technician	Reviews first draft of narrative (First Review)
2/10 Wed	Student Systems Support Technician	First review changes due back to IS Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
4/12 Tue	Student Systems Support Technician	Post Summer '15 class schedule to the web
5/9 Mon	Student Systems Support Technician	Tentative - Registration by appointment begins
4/6 Wed	Student Systems Support Technician/Information Officers/Multimedia Specialist	Proof combo page proofs in Instructional Services-check calendars, narrative, and legal information specifically. Distribute, complete, and retain SDCCD sign-off forms. Update In Design files with help from System Support Analyst (Final Proof--All changes must be made by 5:00 pm)
2/1 Mon	System Support Analyst	Run macros in ISCLASS, turn on course listings, save on G drive and email Schedule Preparers and Mary Kingsley that the listings are available.
4/11 Mon	System Support Analyst	Email PIOs and Student Services Technician that blueines are available for proofing
5/24 Tue	System Support Analyst	Check schedule quantities at District Service Center and distribute as necessary.
6/13 Mon	System Support Analyst	Contact District Service Center to recycle remaining schedules
4/11 Mon	Systems Support Analyst	Remind the Duplicating Supervisor to make sure that sufficient funds are in the postal account to cover the cost of the class schedule mailing
2/5 Fri	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa -Arlis Svedberg Miramar-Terrie Hubbard)
2/25 Thu	Vice Presidents of Student Services	Email Systems Support Analyst with the number of campus quantities to print