

Class Schedule Production Timeline - Spring 2018 with Intersession

Last Updated: 5/24/17

Date	Responsibility	Activity
Apr-17		
4/12 Wed	Erica Marrone, Curriculum Analyst	Email CALT document to Schedule Preparers and request confirmation of dates
	Jeff Mills, Systems Support Analyst	Setup task reminders for Publications Editor and Supervisor
4/28 Fri	Jeff Mills, Systems Support Analyst	Email printers proof distribution to Schedule Preparers. Update distribution list for Spring 2018 process requisitions.
May-17		
5/5 Fri	Erica Marrone, Curriculum Analyst	Deliver CALT dates to Student Services
5/29 Mon	Holiday - Memorial Day	
Jun-17		
6/9 Fri	Information Technology	Roll Spring 2017 to Spring 2018 Scheduler Project Available for Input After the Roll
6/12 Mon	Student Services Analyst (Melonie)	Scheduler available
Jul-17		
7/4 Tue	Holiday - Independence Day	
Aug-17		
8/9 Wed	Student Services Support Technician	Deliver cover changes to District Graphic Artist
8/10 Thu	District Graphic Artist	Select photos for cover
	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
	Dean, Economic Development	Report any changes to Corporate Council logos to District Graphic Designer (Brenda Manzelli)
8/11 Fri	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
	IT Production Control	Download (PSISCS10) Spring 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM (prior to 6:00 AM on Mon. Aug ??20) – will not include updated full course title and short course description
8/14 Mon	Jeff Mills, Systems Support Analyst	Run macros in ISCLASS, turn on course listings , and email Schedule Preparers that the listings are available.
	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Website (after 8:30 AM)
Sep-17		
9/4 Mon	Holiday - Labor Day	
9/8 Fri	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist

Date	Responsibility	Activity
	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Multimedia Specialist
	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
9/11 Mon	Erica Marrone, Curriculum Analyst	Run CurricUNET extract process for long titles (printed schedule). Review long course titles.
9/13 Wed	Erica Marrone, Curriculum Analyst	Verify accuracy of long titles and notify IT to upload from test to production
9/15 Fri	IT Web Staff	Upload Spring 2018 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule
	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
	District Graphic Artist	Present draft of updated cover to Director
9/15 Fri	Schedule Preparers	Input Final changes to class schedule prior to download. No changes after 5:00 PM
	IT Production Control	Download (PSISCS10) Spring 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM
9/18 Mon	Jeff Mills, Systems Support Analyst	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available
	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
	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)
	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
	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Terrie Hubbard)
9/20 Wed	Student Systems Support Technician	Reviews first draft of narrative (First Review)
	Eric Nunes, Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
9/21 Thu	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)
9/22 Fri	Schedule Preparers	Input final corrections to class schedule prior to final download. No changes after 5:00 PM. 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 schedule¹
9/22 Fri	IT Production Control	Final Download (PSISCS10) Spring 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM
	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Jeanie Tyler).

Date	Responsibility	Activity
9/25 Mon	Jeff Mills, Systems Support Analyst	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available.
	Erica Marrone, Curriculum Analyst	Run CurricUNET extract process to download clas_course data and clas_reqs data to 10.1.1.136 server (online class schedule). Review requisite and course description information in the test system--CurricUNET extract process for the Online Class Schedule. When accuracy is verified then notify IT to move to Production.
	Erica Marrone, Curriculum Analyst	Request from Martin, copy IT Web Staff, test term be loaded into test scheduled.
	Erica Marrone, Curriculum Analyst	Run CurricUNET extract process to download clas_course data and clas_reqs data to 10.1.1.136 server (online class schedule). Review requisite and course description information in the test system--CurricUNET extract process for the Online Class Schedule. When accuracy is verified then notify IT to move to Production.
	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)
	Schedule Preparers	Begin final formatting of course listings in MS Word
9/28 Thu	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
	Schedule Preparers, Director of Off-Campus Programs	Email corrections to Military Ed page to Multimedia Specialist
	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Multimedia Specialist
9/29 Fri	IT Web Staff	Upload Spring 2018 course description file to Online Class Schedule test system--CurricUNET extract process for the Online Class Schedule
Oct-17		
10/6 Fri	District Graphic Artist	Final cover art due. Beresford/Chancellor signoff
	Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
10/13 Fri	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction- final review (First Review)
	Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
10/17 Tue	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Multimedia Specialist
	Erica Marrone, Curriculum Analyst	Download ISCLASS section comments for review. Send corrections to Schedule Preparers to update ISIS.
	Erica Marrone, Curriculum Analyst	Deliver Prerequisites changes to Student Systems Support Technician
10/19 Thu	Multimedia Specialist	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
	Information Officers / VP's Instruction	Deliver campus pages in hard copy and InDesign digital file to Jeff Mills, Systems Support Analyst in the AM
	Multimedia Specialist	Compiles sections of the combo and repaginates
	Jeff Mills, Systems Support Analyst	Email request for campus quantities to VPSSs
10/20 Fri	Erica Marrone, Curriculum Analyst	Send ISCLASS section comments corrections to Schedule Preparers to update ISIS

Date	Responsibility	Activity
	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.
	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)
10/25 Wed	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst.
	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
10/26 Thu	San Dieguito Printers	Pick up combo page proofs, digital files, cover art, from Instructional Services in the PM ²
10/27 Fri	Erica Marrone, Curriculum Analyst	Notify IT that clas_course data and clas_reqs data is ready to be moved from Test to Production
10/30 Mon	Jeff Mills, 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
10/31 Tue	San Dieguito Printers	Deliver combo schedule digital bluelines and cover color key to Instructional Services ²
	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
	Student Systems Support Technician	Post class schedule to the web
Nov-17		
11/1 Wed	San Dieguito Printers	Pick up reviewed bluelines from Instructional Services
11/8 Wed	San Dieguito Printers	Deliver combo schedules to District sites and Post Office, and minimum of 600 combo schedules to Student Services ²
11/10 Fri	Holiday - Veterans Day	
11/13 Mon	Student Services	Registration by appointment date (tentative)
Dec-17		
12/7 Thu	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
Jan-18		
1/8 Mon	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules

Student Services, District Headquarters

Student Systems Support Technician
Student Services Analyst

Danya Sanchez
Melonie Limtiaco

Instructional Services and Planning, District Headquarters

Dean, Online Instruction & Learning
Vice Chancellor, Instructional Services & Planning
Systems Support Analyst
Multimedia Specialist
Curriculum Analyst

Kats Gustafson
Stephanie Bulger
Jeff Mills
Eric Nunes
Erica Marrone

Communications and Public Relations, District Headquarters

District Graphic Artist

TBD June 5th

Publications Editor & Supervisor	Cesar Gumapas
District Sites (Colleges and CE Campuses)	
IT Production Control	District/Miramar
Information Officers (PIOs)	Heidi Bunkowske (City) Jennifer Kearns (Mesa) Stephen Quis (Miramar) Ranessa Ashton (Continuing Education)
Graphic Artists	Kimberly La Rue (City) Nicholas David (Mesa) Joan Mize (Miramar)
Schedule Preparers	Kamini Bhakta (City) Arlis Svedberg (Mesa) Shaunna Elmone (Miramar)
Off-site Printers	
Advantage/San Dieguito Printers	Chris Baker, Mary Lytch

¹Production staff (i.e. district and non-district personnel involved in producing class schedules) will not be held accountable for meeting production timelines for information or alterations to the schedule, which are submitted after 5:00 PM on this date.

²We attempt to arrange schedule delivery by 10:00 AM and pick up by 2:00 PM; however this is subject to change depending on conditions at the time. Please contact Instructional Services for more information.