

Class Schedule Production Timeline - Spring 2018 with Intersession

Last Updated: 8/12/2015

Date	Responsibility	Activity
4/12 Wed	Erica Marrone, Curriculum Analyst Jeff Mills, Systems Support Analyst	Email CALT document to Schedule Preparers and request confirmation of dates 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.
5/5 Fri	Erica Marrone, Curriculum Analyst	Deliver CALT dates to Student Services
5/29 Mon	Holiday - Memorial Day	
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
7/4 Tue	Holiday - Independence Day	
8/9 Wed	Student Services Support Technician Dean, Economic Development	Deliver cover changes to District Graphic Artist Report any changes to Corporate Council logos to District Graphic Designer (Cesar Gumapus)
8/10 Thu	Director, Communications and Public Relations District Graphic Artist IT Production Control	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist Select photos for cover 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
8/11 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
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)
9/4 Mon	Holiday - Labor Day	
	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
9/8 Fri	Dean, Online Instruction and Distributed Learning Honors Coordinators – Wendy Smith & Leticia Lopez Public Information Officers Publications Editor & Supervisor	Deliver changes to online learning common page (page prior to course listings) to Multimedia Specialist Deliver changes to District Honors page to Multimedia Specialist Return review Sun Distributing list to Publications Editor & Supervisor Email Sun Distributing list to PIOs for review and update
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	District Graphic Artist IT Production Control IT Web Staff Multimedia Specialist	Present draft of updated cover to Director Download (PSISCS10) Spring 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM Upload Spring 2018 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
9/15 Fri	Schedule Preparers	Input Final changes to class schedule prior to download. No changes after 5:00 PM
	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
9/18 Mon	Jeff Mills, Systems Support Analyst Schedule Preparers	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available 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
	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)

Date	Responsibility	Activity
9/20 Wed	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Terrie Hubbard)
	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	Reviews first draft of narrative (First Review)
	Eric Nunes, Multimedia Specialist	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	IT Production Control	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Jeanie Tyler).
9/22 Fri	Schedule Preparers	Final Download (PSISCS10) Spring 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM
9/26 Tue	Erica Marrone, Curriculum Analyst	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 schedule!
	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.
9/26 Tue	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.
	Jeff Mills, Systems Support Analyst	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available.
9/28 Thu	Schedule Preparers	Begin final formatting of course listings in MS Word
	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)
9/29 Fri	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Multimedia Specialist
10/6 Fri	Schedule Preparers, Director of Off-Campus Programs	Email corrections to Military Ed page to Multimedia Specialist
	IT Web Staff	Upload Spring 2018 course description file to Online Class Schedule test system--CurricUNET extract process for the Online Class Schedule
10/13 Fri	District Graphic Artist	Final cover art due. Beresford/Chancellor signoff
10/13 Fri	Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
	Erica Marrone, Curriculum Analyst	Deliver proofs to Schedule Preparers/VP Instruction-final review (First Review)
	Erica Marrone, Curriculum Analyst	Email online course listings PDF to Schedule Preparers for review
10/17 Tue	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
10/17 Tue	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Multimedia Specialist
	Information Officers / VP's Instruction	Deliver campus pages in hard copy and InDesign digital file to Jeff Mills, Systems Support Analyst in the AM
10/19 Thu	Jeff Mills, Systems Support Analyst	Email request for campus quantities to VPSSs
	Multimedia Specialist	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
10/20 Fri	Multimedia Specialist	Compiles sections of the combo and repaginates
	Erica Marrone, Curriculum Analyst	Send ISCLASS section comments corrections to Schedule Preparers to update ISIS
10/20 Fri	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)
	Mail Room Clerk	Prepare Postal Form for mailing combo schedules

Date	Responsibility	Activity
10/25 Wed	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst.
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
	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
10/31 Tue	San Dieguito Printers	Deliver combo schedule digital blueines and cover color key to Instructional Services ²
	Student Systems Support Technician	Post class schedule to the web
11/1 Wed	San Dieguito Printers	Pick up reviewed blueines 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
12/7 Thu	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
1/8 Mon	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules