

# Class Schedule Production Timeline - Summer 2018

Last Updated: 10/4/17 (jbm)

Date	Responsibility	Activity
<b>September 2017</b>		
9/8 Fri	Curriculum Analyst	Deliver CALT dates to Student Services
9/29 Thu	Information Technology	Roll Forward: From Summer 2017 to Summer 2018 Scheduler Project Available for input after the roll.
9/18 Mon	Student Services Analyst (Melonie)	Scheduler available
<b>January 2018</b>		
1/1 Mon	Holiday - New Year	
1/3 Wed	District Graphic Artist	Select photos for cover
	Student Services Support Technician	Deliver cover changes to District Graphic Artist
	Dean, Economic Development	Report any changes in Corp Council logos to District Graphic Artist (Brenda Aguirre)
	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Systems Support Analyst.
1/5 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
	Student Systems Support Technician	Provide changes to inside front cover to District Graphic Artist
	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist
1/16 Mon	Holiday - Martin Luther King	
1/18 Thu	IT Web Staff	Upload Summer 2018 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule
1/19 Fri	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
1/26 Fri	Schedule Preparers	<b>Download of input since schedule roll. Changes after 5:00 PM will not be included in the download.</b>
	IT Production Control	<a href="#">Download (PSISCS10 ) Summer 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM</a>

Date	Responsibility	Activity
1/29 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.
	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 IS Class Schedule Website (after 8:30 AM)
1/29/2018- Mon-Thu 2/1/2018	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
1/30/18- Tue-Thu 2/1/18	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.
<b>February 2018</b>		
2/1 Thu	Public Information Officers	Deliver changes to Military Ed page to Multimedia Specialist
2/2 Fri	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa -Arlis Svedberg Miramar-Terrie Hubbard)
2/6 Tue	Student Systems Support Technician	Reviews first draft of narrative (First Review)
2/6 Tue	Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
2/7 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)
2/13 Tue	Curriculum Analyst	Email Martin and IT Website Staff to request test term be loaded into the test schedule.
2/15 Thu	Schedule Preparers	Input final corrections to class schedule prior to download. <b>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></b>
	IT Production Control	Final download Summer 2018 class schedule (PSISCS10) to ISCLASS WEB SERVER after 11:00 PM
2/16 Fri	Holiday - Lincoln's Birthday	
2/19 Mon	Holiday - Washington's Birthday	

Date	Responsibility	Activity
2/20 Tue	Multimedia Specialist	Email Military Ed 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	Send your online listing corrections (blatant errors only) to System Support Analyst . Remember to edit the listings with Track Changes turned on.
2/20 Tue	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.
2/20/2018- Tue-Fri 2/23/2018	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
2/22 Thu	Vice Presidents of Student Services	Email Systems Support Analyst with the number of campus quantities to print
	Schedule Preparers	Deliver MS Word- formatted course listings to PIOs
2/23 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
2/26 Mon	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.
2/26/2018- Mon - Fri 3/9/2018	Public Information Officers	Import course listings into InDesign and format
<b>March 2018</b>		
3/12 Mon	Public Information Officers	Deliver page proofs to Schedule Preparers/VP's Instruction for final review
3/19 Mon	District Graphic Artist	Deliver campus-specific color proof of final cover art and final postcard design. Beresford/Chancellor signoff
	Schedule Preparers	Return corrected page proofs to PIOs in AM
3/26/2018- Mon-Fri 3/31/2018	<b>Spring Break</b>	
3/26 Mon	Curriculum Analyst	Download ISCLASS section comments for review. Send corrections to Schedule Preparers to update ISIS.

Date	Responsibility	Activity
<b>April 2018</b>		
4/2 Mon	<b>Public Information Officers / VP's Instruction</b>	Deliver college section in hard copy and digital file to Systems Support Analyst in the AM
	<b>Curriculum Analyst</b>	Deliver Prerequisites changes to Student Services Support Technicians
	<b>District Graphic Artist</b>	Deliver class schedule cover files to Systems Support Analyst
	<b>Multimedia Specialist</b>	Combine college InDesign files into single combo schedule file
	<b>Curriculum Analyst</b>	Send ISCLASS section comments corrections to Schedule Preparers to update ISIS.
4/4 Wed	<b>Multimedia Specialist</b>	Notify campus Information Officers and Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
4/4 Wed	<b>Student Systems Support Technician/Information Officers/Multimedia Specialist</b>	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)
4/5 Thu	<b>Curriculum Analyst</b>	Upon verification of accuracy, notify IT Web Programmer/Analyst to upload clas_course data and clas_reqs data to production.
	<b>IT Web Staff</b>	Upload Summer 2018 course descriptions & requisites to production for online class schedule.
	<b>Mail Room Clerk</b>	Prepare Postal Form for mailing post cards
4/6 Fri	<b>Advantage Printers</b>	Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM <sup>2</sup>
4/9 Mon	<b>Systems Support Analyst</b>	Remind the Duplicating Supervisor to make sure that sufficient funds are in the postal account to cover the cost of the class schedule mailing
	<b>Advantage Printers</b>	Deliver combo schedule digital bluelines and cover color key to Instructional Services <sup>2</sup>
	<b>System Support Analyst</b>	Email PIOs and Student Services Technician that bluelines are available for proofing
	<b>Public Information Officers and Student Services Student Services Technician</b>	Proof bluelines
4/9 Mon	<b>Multimedia Specialist</b>	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
4/10 Tue	<b>Student Systems Support Technician</b>	Post Summer 2018 class schedule to the web
4/11 Wed	<b>Advantage Printers</b>	Pick up reviewed bluelines from Instructional Services
4/18 Wed	<b>Advantage Printers</b>	Deliver combo schedules to District sites (including Student Services) <sup>2</sup>

Date	Responsibility	Activity
<b>May 2018</b>		
5/14 Mon	<b>Student Systems Support Technician</b>	Tentative - Registration by appointment begins
5/22 Tue	<b>System Support Analyst</b>	Check schedule quantities at District Service Center and distribute as necessary.
5/28 Mon	<b>Holiday - Memorial Day</b>	
<b>June 2018</b>		
6/11 Mon	<b>System Support Analyst</b>	Contact District Service Center to recycle remaining schedules

**Student Services, District Headquarters**

Student Systems Support Technician  
Student Services Analyst

**Danya Sanchez**  
**Melonie Limtiaco**

**Instructional Services Division, District Headquarters**

Dean, Online Instruction & Learning  
Acting Dean, Economic Development  
Systems Support Analyst  
Multimedia Specialist  
Curriculum Analyst  
Curriculum Technician

**Kats Gustafson**  
**Stephanie Bulger**  
**Jeff Mills**  
**Eric Nunes**  
**Erica Marrone**  
**Trila Gil**

**Communications and Public Relations, District Headquarters**

District Graphic Artist  
Publications Editor & Supervisor

**Claudia Azcona-Mercado**  
**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)**  
**Luisa Davila (Continuing Education)**

Schedule Preparers

**Kamini Bhakta (City)**  
**Arlis Svedberg (Mesa)**  
**Shaunna Elmone (Miramar)**

**Off-site Printers**

Advantage Printers

**Chris Baker, Mary Lytch**

<sup>1</sup>Production 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.

<sup>2</sup>We 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.