

## Class Schedule Production Timeline - Spring 2022

Last Updated: 9/16/21 - jbm

Date	Responsibility	Activity
<b>June 2021</b>		
6/18 Fri	Erica Marrone, Curriculum Analyst	ISIS Roll Forward Spring 2021 to Spring 2022
<b>August 2021</b>		
8/10 Tue	Student Systems Analyst	Update Crosswalk Table X_ISCLASS_AE in CS Production environment
8/11 Wed	Student Systems Analyst	Deliver cover changes to District Graphic Artist
8/11 Wed	District Graphic Artist	Select photos for cover
8/11 Wed	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
8/16 Mon	Dean, Workforce Development	Report any changes to Corporate Council logos to District Graphic Designer (Claudia)
8/20 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
8/30 Mon	Systems Support Analyst	First download of spring 2022 schedule in CS
8/30 Mon	Systems Support Analyst	Send ISCLASS listings to Schedule Preparers
<b>September 2021</b>		
9/6 Mon	Holiday - Labor Day	
9/10 Fri	Honors Coordinators – Veronica Derace & Ian Duckles.	Deliver changes to District Honors page to Multimedia Specialist
9/10 Fri	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Multimedia Specialist
9/10 Fri	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
9/10 Fri	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
9/10 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
9/15 Wed	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
9/15 Wed	District Graphic Artist	Present draft of updated cover to Director
<b>October 2021</b>		
10/1 Fri	Schedule Preparers	<b>Input last changes to class schedule in CS prior to download. <u>No changes after 5:00 PM</u></b>
10/4 Mon	Jeff Mills, Systems Support Analyst	Run ISCLASS run control in CS and email Schedule Preparers the listings
10/4 Mon	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
10/4 Mon	Schedule Preparers	Print and distribute course listings. Coordinate review of CS content with department chairs and campus deans. Update content changes/corrections in CS. Report errors regarding title and short course descriptions to Instructional Services

Date	Responsibility	Activity
10/8 Fri	Student Systems Support Technician	Reviews first draft of narrative (First Review)
10/8 Fri	Eric Nunes, Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
10/11 Mon	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Melanie Cordero)
10/14 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)
10/15 Fri	Schedule Preparers	Input <u>final</u> corrections to class schedule prior to final download. No changes after 5:00 PM. This is the final input deadline for CS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule, but not printed schedule1
10/18 Mon	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).
10/18 Mon	Schedule Preparers	FINAL download for the printed Class Schedule from Campus Solutions
10/18 Mon	Jeff Mills, Systems Support Analyst	Email course listings to Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor
10/18 Mon	Schedule Preparers	Begin final formatting of course listings in MS Word
10/18 Mon	Schedule Preparers	Colleges review class listings and make corrections in Campus Solutions
10/18 Mon	Student Systems Support Technician	Post class schedule to the web. CS Online Class Schedule available to the public.
10/21 Thu	District Graphic Artist	Final cover art due. Beresford/Chancellor signoff
10/21 Thu	Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
10/25 Mon	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
10/25 Mon	Schedule Preparers, Director of Off-Campus Programs	Email corrections to Military Ed page to Multimedia Specialist
10/25 Mon	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Multimedia Specialist
10/26 Tue	Information Officers	Return MS Word formatted course listings to Schedule Preparers (1st proof)
10/28 Thu	Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
10/29 Fri	Jeff Mills, Systems Support Analyst	Download ISCLASS section comments for review. Send to Dean, Curriculum Services and Curriculum Technician for review
<b>November 2021</b>		
11/1 Mon	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction-final review
11/2 Tue	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any
11/2 Tue	Jeff Mills, Systems Support Analyst	Send section comments to Dean, Instructional Services and Curriculum Technician for review
11/9 Tue	Information Officers / VP's Instruction	Deliver campus pages in hard copy and InDesign digital file to Jeff Mills, Systems Support Analyst in the AM
11/9 Tue	Multimedia Specialist	Compiles sections of the combo and repaginates
11/10 Wed	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst.
11/10 Wed	Mail Room Clerk	Prepare Postal Form for mailing combo schedules

Date	Responsibility	Activity
11/11 Thu	<b>Holiday - Veterans Day</b>	
11/15 Mon	<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.
11/15 Mon	<b>Student Systems Support Technician/Information Officers/Multimedia Specialist</b>	Proof combo digital 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)
11/18 Thu	<b>Jeff Mills, Systems Support Analyst</b>	Upload page proofs to printers. Printer build plates and creates bluelines.
11/19 Fri	<b>Commercial Printer (Advantage, Inc.)</b>	Printer converts page proofs to bluelines and emails them to Systems Support Analyst
11/22 Mon	<b>Student Systems Support Technician/Information Officers/Multimedia Specialist</b>	Sys Support Analyst and Multimedia specialist provide reviewers with bluelines for final proofing.
11/24 Wed	<b>Jeff Mills, Systems Support Analyst</b>	Upload combo blueliness, cover art, to Advantage, Inc.
11/24 Wed	<b>Shelly Hess, Dean, Curriculum Services</b>	Send section comments corrections to Schedule Preparers to update CS
11/25 Thu	<b>Holiday - Thanks Giving</b>	
<b>December 2021</b>		
12/2 Thu	<b>Advantage, Inc.</b>	<b>Deliver combo schedules to District sites and Post Office, and minimum of 600 combo schedules to Student Services <sup>2</sup></b>
12/6 Mon	<b>Student Services</b>	<b>Open Registration Starts</b>
2/4 Fri	<b>Jeff Mills, Systems Support Analyst</b>	Contact Warehouse to recycle remaining schedules

**Educational Services Division, District Office**

Vice Chancellor, Educational Services	<b>Susan Topham</b>
Acting Dean, Educational Support Services	<b>Krystal Henderson</b>
Dean, Online Instruction & Learning	<b>Brian Weston</b>
Dean, Career Educaton & Workforce Development	<b>Amertah Perman</b>
Dean, Instructional Services	<b>Shelly Hess</b>
Systems Support Analyst, Educational Support Sen	<b>Jeff Mills</b>
Student Systems Support Technician, Student Serv	<b>Danya Sanchez</b>
Multimedia Specialist, Instructional Services	<b>Eric Nunes</b>
Curriculum Analyst, Instructional Services	<b>Erica Marrone</b>
Curriculum Technician, Instructional Services	<b>Trila Gil</b>

**Communications and Public Relations, District Office**

District Graphic Artist	<b>Claudia Azcona-Mercado</b>
Publications Editor & Supervisor	<b>Leslie Hackett</b>

**District Sites (Colleges and CE Campuses)**

IT Production Control	<b>District/Miramar</b>
Information Officers (PIOs)	<b>Cesar Gumapas (City)</b> <b>Jennifer Kearns (Mesa)</b> <b>Stephen Quis (Miramar)</b> <b>Ranessa Ashton (Continuing Education)</b>
Graphic Artists	<b>Kim La Rue (City)</b>

Schedule Preparers

**Hai Duong (Mesa)**  
**Joan Mize (Miramar)**  
**Luisa Davila (Continuing Education)**

**Kamini Bhakta (City)**  
**Arlis Svedberg (Mesa)**  
**Jennifer Ock and Melanie Cordero (Miramar)**

**Honors Coordinators**

District  
City  
Mesa

Carmen Jay and Kirk Webley (Miramar)  
Kelly Mayhew and Hector Martinez  
Ranmali Rodrigo and Rosiangela Escamilla

**Off-site Printers**

Advantage, Inc.

**Chris Baker, Mary Lytch**