

## Class Schedule Production Timeline - Fall 2017

Last Updated: 2/23/17 (JBM)

Date	Responsibility	Activity
<b>February 2017</b>		
2/6 Mon.	<b>Erica Marrone, Curriculum Analyst</b>	Email CALT document to Schedule Preparers and request confirmation of dates
	<b>Jeff Mills, Systems Support Analyst</b>	Setup reminder emails for Publications Editor and Supervisor
2/14 Tue.	<b>Jeff Mills, Systems Support Analyst</b>	Email printers proof distribution to Schedule Preparers. Update distribution list for Fall 2017 process requisitions.
2/16 Thur.	<b>Erica Marrone, Curriculum Analyst</b>	Deliver CALT dates to Student Services
2/17 Fri.	<b>Holiday - Lincoln's Birthday</b>	
2/20 Mon.	<b>Holiday - Washington's Birthday</b>	
<b>March 2016</b>		
3/17 Fri.	<b>Information Technology</b>	Roll Fall 2016 to Fall 2017 Scheduler Project available for input after the roll
3/20 Mon.	<b>Student Services Analyst</b>	Scheduler available
3/27-4/1 Mon.Sat.	<b>Colleges Closed - Spring Break</b>	
3/31 Fri.	<b>Holiday - Cesar Chavez</b>	
<b>April 2017</b>		
4/13 Thur.	<b>District Graphic Artist</b>	Select photos for cover
	<b>Director, Communications and Public Relations</b>	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
	<b>Student Services Support Technician</b>	Deliver modifications to inside front cover to District Graphic Artist
	<b>Stephanie Bulger, Vice Chancellor, Instructional Services</b>	Report any changes to Corporate Council logos to District Graphic Artist (Brenda Manzelli)
4/14 Fri.	<b>Student Systems Support Technician</b>	Deliver highlighted changes in MS Word (final narrative, academic calendars/common pages, fee information, policy statements, etc. for Combo class schedules) to Eric Nunes, Multimedia Specialist
	<b>IT Production Control</b>	Download (PSISCS10 ) Fall 2017 class schedule to ISCLASS WEB SERVER after 5:00 PM – will not include updated full course title and short course description
4/17 Mon.	<b>Jeff Mills, Systems Support Analyst</b>	Run macros in ISCLASS, <b>turn on course listings</b> , and email Schedule Preparers that the listings are available.
	<b>Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor</b>	Download course listings/rich text reports/Access database file from ISCLASS Website (after 8:30 AM)
4/27 Thu.	<b>Honors Coordinators – Wendy Smith &amp; Leticia Lopez</b>	Deliver changes to District Honors page to Eric Nunes, Multimedia Specialist
	<b>Dean, Online Instruction and Distributed Learning</b>	Deliver changes to online learning common page (page prior to course listings) to Eric Nunes, Multimedia Specialist

Date	Responsibility	Activity
<b>May 2017</b>		
5/1 Mon.	<b>Publications Editor &amp; Supervisor</b>	Email Sun Distributing list to PIOs for review and update
5/5 Fri.	<b>Public Information Officers</b>	Return review Sun Distributing list to Publications Editor & Supervisor
5/8 Mon.	<b>Erica Marrone, Curriculum Analyst</b>	Email Martin, copy IT Web Staff, request Fall 2017 test term be loaded into the test schedule.
	<b>Erica Marrone, Curriculum Analyst</b>	Run CurricUNET extract process for long titles (printed schedule). Review long course titles. Verify accuracy of long titles and notify IT to upload from test to production.
	<b>IT Web Staff</b>	Upload Fall 2017 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule
5/12 Fri.	<b>Schedule Preparers</b>	<b>Input Deadline Final changes to class schedule prior to download. No changes after 5:00 PM</b>
	<b>IT Production Control</b>	Download (PSISCS10 ) Fall 2017 class schedule to ISCLASS WEB SERVER after 5:00 PM
	<b>Continuing Education Graphic Artist</b>	Deliver Continuing Education pages (in pdf format) to Eric Nunes, Multimedia Specialist
5/15 Mon.	<b>Eric Nunes, Multimedia Specialist</b>	Compile common pages and International Ed/Honors ads (in InDesign format) to Jeff Mills, Systems Support Analyst--if needed for paging
	<b>District Graphic Artist</b>	Present draft of updated cover to Director
	<b>Jeff Mills, Systems Support Analyst</b>	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available
5/15 Mon.	<b>Eric Nunes, Multimedia Specialist</b>	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
	<b>Erica Marrone, Curriculum Analyst</b>	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
	<b>Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor</b>	Download course listings/rich text reports/Access database file from ISCLASS Schedule Website (after 8:30 AM)
	<b>Schedule Preparers</b>	Print and distribute course listings. Coordinate review of ISIS content with department chairs and campus deans. Update content changes/corrections in ISIS. Report errors regarding titles to Instructional Services
	<b>TBD by each College</b>	Deliver Changes to Off-Campus locations to Eric Nunes, Eric Nunes, Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Shaunna Elmone)
	<b>Eric Nunes, Multimedia Specialist</b>	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
	<b>Student Systems Support Technician</b>	Reviews draft of narrative and academic calendar (first review)
5/19 Fri.	<b>Schedule Preparers</b>	<b>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<sup>1</sup></b>

Date	Responsibility	Activity
	<b>Eric Nunes, Multimedia Specialist</b>	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Jeanie Tyler).
	<b>Student Systems Support Technician</b>	First review changes due back to Eric Nunes, Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
	<b>Schedule Preparers</b>	Final formatting of course listings in MS Word
	<b>IT Production Control</b>	Final Download (PSISCS10 ) Fall 2017 class schedule to ISCLASS WEB SERVER after 5:00 PM (prior to 6:00 AM on Mon.)
<b>5/22 Mon.</b>	<b>Jeff Mills, Systems Support Analyst</b>	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available
	<b>Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor</b>	Download course listings/rich text reports/Access database file from ISCLASS Schedule Website (after 8:30 AM)
<b>5/24 Wed.</b>	<b>Schedule Preparers</b>	Deliver MS Word formatted course listings to PIOs (1st proof)
	<b>Schedule Preparers, Direct of Off-Campus Programs</b>	Email corrections to Military Ed page to Eric Nunes, Multimedia Specialist
	<b>Schedule Preparers</b>	Add comments to online course listings file, make corrections/changes, and email file to Eric Nunes, Multimedia Specialist
	<b>District Graphic Artist</b>	Proof of <b>final</b> cover art due. Beresford/Chancellor signoff
<b>5/25 Thur.</b>	<b>District Graphic Artist</b>	Deliver final cover art to Systems Support Analyst
	<b>Eric Nunes, Multimedia Specialist</b>	Integrate changes to online listings from all three colleges into InDesign
	<b>Information Officers</b>	Import course listings into InDesign and format
<b>5/29 Mon</b>	<b>Holiday - Memorial Day</b>	
<b>5/30 Tues.</b>	<b>Erica Marrone, Curriculum Analyst</b>	Deliver Prerequisites changes to Student Systems Support Technician
<b>5/31 Wed.</b>	<b>Eric Nunes, Multimedia Specialist</b>	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
	<b>Vice Presidents of Student</b>	Email campus quantities needed to Jeff Mills, Systems Support Analyst
	<b>Jeff Mills, Systems Support Analyst</b>	Upload final cover art to commercial printers.
<b>June 2017</b>		
<b>6/1 Thur.</b>	<b>Information Officers</b>	Deliver proofs to Schedule Preparers/VP Instruction- <b>first review</b>
	<b>Eric Nunes, Multimedia Specialist</b>	Email online course listings PDF to Schedule Preparers for review
<b>6/2 Fri.</b>	<b>Jeff Mills, Systems Support Analyst</b>	Run PSISCS10 to produce updated comments for Shelly/Desiree.
<b>6/5 Mon.</b>	<b>Jeff Mills, Systems Support Analyst</b>	Run section comments for review and email them to Shelly/Desiree.
	<b>Publications Editor &amp; Supervisor</b>	Email updated delivery list to Sun Distributing
<b>6/6 Tues.</b>	<b>Schedule Preparers</b>	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Eric Nunes, Multimedia Specialist
	<b>IT Web Staff</b>	Upload Fall 2017 course description file to online class schedule test system.

Date	Responsibility	Activity
	<b>Erica Marrone, Curriculum Analyst</b>	Review course descriptions in online class schedule and make corrections where necessary
<b>6/7 Wed.</b>	<b>Information Officers / VP's Instruction</b>	Deliver campus page proofs in hard copy and InDesign digital file to Eric Nunes, Multimedia Specialist in the AM
	<b>San Dieguito Printers</b>	Deliver cover digital blueline to Jeff Mills, Systems Support Analyst
<b>6/9 Fri.</b>	<b>Eric Nunes, 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.
	<b>Student Systems Support Technician/Information Officers/Eric Nunes, 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)
	<b>Desiree Payne for Shelly Hess</b>	Email corrected comments to Schedule Preparers to update ISIS.
<b>6/12 Mon.</b>	<b>Erica Marrone, Curriculum Analyst</b>	Request clas_course and clas_regs data to be loaded into production online class schedule system
<b>6/13 Tues.</b>	<b>Mail Room Clerk</b>	Prepare Postal Form for mailing combo schedules
<b>6/14 Wed.</b>	<b>San Dieguito Printers</b>	Pick up combo page proofs, digital files, from Instructional Services in the PM <sup>2</sup>
<b>6/16 Fri.</b>	<b>Jeff Mills, 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>6/19 Mon.</b>	<b>Student Systems Support Technician</b>	Post class schedule to the web
	<b>San Dieguito Printers</b>	Deliver combo schedule digital bluelines and cover color key to Instructional Services <sup>2</sup>
	<b>Eric Nunes, Multimedia Specialist</b>	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
<b>6/20 Tues.</b>	<b>San Dieguito Printers</b>	Pick up reviewed bluelines from Instructional Services
<b>6/27 Tues.</b>	<b>San Dieguito Printers</b>	<b>Deliver combo schedules to District sites and Post Office, and combo schedules to Student Services <sup>2</sup></b>
<b>July 2017</b>		
<b>7/4 Tue.</b>	<b>Legal Holiday - Independence Day</b>	
<b>7/10 Mon.</b>	<b>Student Services</b>	Fall 2017 registration by appointment begins
<b>August 2017</b>		
<b>8/9 Wed.</b>	<b>Jeff Mills, Systems Support Analyst</b>	Check schedule quantities at the Warehouse
<b>September 2017</b>		
<b>9/8 Fri.</b>	<b>Jeff Mills, Systems Support Analyst</b>	Contact Warehouse to recycle remaining schedules

**Student Services, District Headquarters**

Student Systems Support Technician	<b>TBD (2/6/17)</b>
Student Services Analyst	<b>Melonie Limtiaco</b>

**Instructional Services and Planning, District Headquarters**

Dean, Online Instruction & Learning	<b>Kats Gustafson</b>
Dean, Economic Development	<b>Vacant</b>
Systems Support Analyst	<b>Jeff Mills</b>
Multimedia Specialist	<b>Eric Nunes</b>
Curriculum Analyst	<b>Erica Marrone</b>
Sr. Secretary	<b>Jasmine Meredith</b>
Administrative Technician/Systems Support Analyst	<b>Vacant</b>

**Communications and Public Relations, District Headquarters**

District Graphic Artist	<b>Brenda Manzelli</b>
Publications Editor & Supervisor	<b>Cesar Gumapas</b>

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

IT Production Control	<b>District/Miramar</b>
Information Officers (PIOs)	<b>Heidi Bunkowske (City)</b> <b>Jennifer Kearns (Mesa)</b> <b>Stephen Quis (Miramar)</b> <b>Ranessa Ashton (Continuing Education)</b>
Graphic Artists	<b>Vacant (City)</b> <b>Anabel Pulido (Mesa)</b> <b>Joan Mize (Miramar)</b> <b>Holly Leahy (Continuing Education)</b>
Schedule Preparers	<b>Kamini Bhakta (City)</b> <b>Arlis Svedberg (Mesa)</b> <b>Shaunna Elmone (Miramar)</b>

**Off-site Printers**

San Diego Printers	<b>Chris Baker, Mary Lytch</b>
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<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.