

**PALOMAR COLLEGE
ANNUAL SCHEDULE PREPARATION**

| Milestone | TASK | Summer *SEP 1 – JAN 15 | Fall *OCT 10 – APR 21 | Spring *MAR 15 – JUL 21 | Annual Review *JUL 22 – SEP 6 |
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| PLANNING | | | | | |
| | PRIOR YEAR ANALYSIS | | | | 3 rd Fri JUL – 1 st Fri SEP |
| | EXECUTIVE GOALS ANNOUNCED | SEP 1 | OCT 10 | MAR 15 | |
| | VPI ALLOCATION | 3 rd Fri SEP | 4 th Fri OCT | 1 st Fri APR | |
| | SCHEDULE DATA ROLLED | 3 rd Fri SEP | 4 th Fri OCT | 1 st Fri APR | |
| | HIDE FROM FACULTY CENTER | 4 TH Fri SEP | 1 st Fri NOV | 3 rd Fri APR | |
| | INSTRUCTIONAL MATERIAL FEE REVIEW | | | 2 nd Fri MAR – 4 th Fri MAR | |
| | DEANS/CHAIRS/CTRS AGREE TO FTEF GOALS, # SECTIONS, MODALITY, and LOCATIONS | 4 th Fri SEP - 3 rd Fri Oct | 1 st Fri NOV - 1 st Fri DEC | 3 rd Fri APR - 3 rd Fri MAY | |
| PREPARATION | | | | | |
| | SCHEDULING PREPARATION | Week of 3 rd Fri Oct | Week of 1 st Fri JAN | Week of 3 rd Fri MAY | |
| DATA ENTRY | | 3 rd Fri Oct – DEC 1 | 1 ST Fri JAN – MAR 16 | 3 rd Fri MAY – JUL 16 | |
| | DEPT CHAIR SCHEDULE DATA TO ADAs | 1 st Fri NOV | 3 rd Fri JAN | 1 st Fri JUN | |
| | DEPT VALIDATION – DAAs | 2 nd Fri NOV – NOV 30 | 1 st Fri MAR – 2 nd Fri MAR | 3 rd Fri JUN – 2 nd Fri JUL | |
| | SCHEDULE PACKETS TO DEANS FOR SIGN-OFF | DEC 1 | MAR 16 | JUL 16 | |
| | CENTER SIGN-OFF – Center Directors | DEC 1 | MAR 16 | JUL 16 | |
| | DATA ENTRY ENDS | DEC 1 | MAR 16 | JUL 16 | |
| WRAP UP | | DEC 1 – 2 nd Fri JAN | Mar 16 – 3 rd Fri APR | JUL 16 – 1 st Fri AUG | |
| | INTRANET PROOF/DATA CORRECTIONS | DEC 1 – 2 nd Fri DEC | MAR 16 – 4 th Fri MAR | JUL 16 – 4 th Fri JUL | |
| | SCHED FTEF = GOALS VALIDATION | 2 nd Fri DEC | 4 th Fri MAR | 4 th Fri JUL | |

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| | CENTER CORRECTIONS | 2 nd Fri DEC | 4 th Fri MAR | 4 th Fri JUL | |
| | VPI SIGN-OFF & ADJUSTMENTS | DEC 15 | APR 1 | AUG 1 | |
| | VPI CORRECTIONS & INSTRUCTION FINISH WORK | DEC 15 – 2 nd Fri JAN | APR 1 – Fri APR | 3 rd AUG 1 – 2 nd Fri AUG | |
| | UNHIDE FROM FACULTY CENTER | FEB 15 | FEB 15 | AUG 1 | |
| PUBLISHED | | 1 st Week APR | 1 st Week APR | 1 st Week OCT | |
| | SUMMER UPDATE | 3 rd Fri MAR – 4 th Fri MAR | | | |
| | FALL UPDATE | | 3 rd Fri JUL – 4 th Fri JUL | | |
| | SPRING UPDATE | | | 2 nd Fri SEP – 3 rd Fri SEP | |
| | SET WAIT CAPS | MAR 15 | MAR 15 | SEP 15 | |

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| Milestone | TASK |
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| PLANNING | |
| | <p>PRIOR YEAR ANALYSIS</p> <ul style="list-style-type: none"> Budget to actuals <ul style="list-style-type: none"> Revenue Expenditures FTEF WSCH Completions analysis Curriculum changes implemented SWOT analysis Strategic/Enrollment Management plan |
| | <p>EXECUTIVE GOALS ANNOUNCED</p> <ul style="list-style-type: none"> Operating budget defined. Consider analysis of prior year. Adjustments for unique challenges and opportunities. Consideration of program growth and reduction opportunities. District FTEF, efficiency, and WSCH targets set. |
| | <p>VPI ALLOCATION</p> <ul style="list-style-type: none"> Consideration of program growth and reduction opportunities. Consideration of deans' and center director input. <ul style="list-style-type: none"> High level division, department, and center discussions occur. Inform deans and dept chairs of FTEF targets. |
| | <p>SCHEDULE DATA ROLLED</p> <ul style="list-style-type: none"> The class schedule for the planning term is populated from the prior like term. <ul style="list-style-type: none"> Includes instructor assignments. Data is available to VPI, deans, dept chairs, DAAs, and ADAs. VPI Notice to faculty re: assignments <ul style="list-style-type: none"> Reminder that future assignments are not set; term planning is in progress. PeopleSoft – course updates rolled to reflect new curriculum. |
| | <p>HIDE FACULTY ASSIGNMENTS FROM FACULTY CENTER</p> <ul style="list-style-type: none"> Prevent future term class schedule data from displaying in Faculty Center. |
| | <p>MATERIAL FEE REVIEW</p> <ul style="list-style-type: none"> APRIL - Annual review and confirmation of instructional material fees (IMF). <ul style="list-style-type: none"> Opportunity to consider new IMFs and to modify existing IMFs. Current IMF List PeopleSoft report of scheduled class having an IMF by term <ul style="list-style-type: none"> Palomar Reports>Instruction Services>Cls Sched>Material Fees SEPTEMBER - Mid-year update of IMFs scheduled for the spring term. Resource page: Forms & Applications <ul style="list-style-type: none"> Instructional Material Fee – Forms & Information |
| | <p>DEANS/CHAIRS/CTRS AGREE TO FTEF GOALS, # SECTIONS, MODALITY, and LOCATIONS</p> <ul style="list-style-type: none"> Center directors confer with deans to set schedule targets as to number of classes, modality and locations. Divisions and Center directors include counselor(s) in schedule planning conversations. |

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| | <ul style="list-style-type: none"> • Department chairs confer with deans & faculty to set schedule targets as to number of classes, modality, and locations. • Program course offering rotation and completions reviewed as part of the schedule development process. • Schedule details are agreed to: <ul style="list-style-type: none"> ○ Division FTEF. ○ Department FTEF. ○ Discipline FTEF. ○ # of sections to offer. ○ Modality ○ Locations ○ COMET updated to reflect the FTEF target and sections offered. |
| PREPARATION | |
| | <p>SCHEDULING PREPARATION</p> <ul style="list-style-type: none"> • Scheduling materials distributed <ul style="list-style-type: none"> ○ Table of class meetings ○ Final Proof cover sheet ○ Timeline (scheduling through data entry) • Departments review of PeopleSoft and META curriculum information. <ul style="list-style-type: none"> ○ Verify curriculum data is current. <ul style="list-style-type: none"> ▪ Course title & units. ▪ Distance education status. • ADAs prep schedule per department standards <ul style="list-style-type: none"> ○ Clear instructor detail if desired. ○ Update combined class descriptors. ○ Other data preparation as desired. |
| DATA ENTRY | |
| | <p>DEPT CHAIR SCHEDULE DATA TO ADAs</p> <ul style="list-style-type: none"> • Complete schedule data including meeting patterns & times. • Deadline to ensure ADAs have sufficient time to enter schedule details. |
| | <p>DEPT VALIDATION – DAAs</p> <ul style="list-style-type: none"> • An independent review of class schedule details for accuracy. <ul style="list-style-type: none"> ○ GEN session is necessary ○ Class notes are complete and current. ○ All classes have only one primary instructor. ○ Material fees match Material Fee List. ○ Sample contact hours for accuracy. ○ DE modality and coding. ○ Justification coding for adds and cancellations. ○ Curriculum data is current and correct. <ul style="list-style-type: none"> ▪ Titles ▪ Units <ul style="list-style-type: none"> • Variable units and hours |
| | <p>SCHEDULE PACKETS TO DEANS FOR SIGN-OFF</p> <ul style="list-style-type: none"> • Classes scheduled in PeopleSoft matches COMET. • Estimated FTEF for departments and the division matches COMET. • Packet documentation for schedule verification and signoff. |

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| | To the Instruction Office | Recommended for department analysis |
| | <i>Schedule Build Worksheet</i> | Class Component Report |
| | <i>Schedule Entry Audit</i> | PNSR/Assignment Information |
| | <i>Intranet printout</i> | Instructor Missing Detail Report |
| | <i>COMET</i> | Other division data that may be requested by a dean. |
| | CENTER SIGN-OFF – Center Directors <ul style="list-style-type: none"> Classes schedule at the centers matches COMET. Estimated FTEF for centers matches COMET. | |
| | DATA ENTRY ENDS <ul style="list-style-type: none"> ADAs lose access to add, change, or delete classes. Begin use of online SIS form to make schedule corrections. | |
| WRAP UP | | |
| | VPI SIGN-OFF & ADJUSTMENTS <ul style="list-style-type: none"> Division FTEF matches COMET or direction to correct. Centers' FTEF matches COMET or direction to correct. DUAL and special population FTEF matches COMET. VPI discretion to add/replace/remove class sections | |
| | INTRANET PROOF/DATA CORRECTIONS <ul style="list-style-type: none"> Final proof of data entered using the Intranet to review class details. <ul style="list-style-type: none"> All departments accounted for. Course titles Units Class notes Material fees | |
| | SCHEDULED FTEF = GOALS <ul style="list-style-type: none"> Instruction Office report summarizing scheduled FTEF vs. planned FTEF. | |
| | CENTER CORRECTIONS <ul style="list-style-type: none"> Final opportunity for center directors to adjust offerings. | |
| | VPI CORRECTIONS & INSTRUCTION FINISH WORK <ul style="list-style-type: none"> Final opportunity for departments to submit adjustments requested by the VPI. Final proofing <ul style="list-style-type: none"> Large sampling - Units/Hours validation DE and partial DE meeting patterns and coding GEN Session Primary instructor Coordinate PeopleSoft display of the new term data. Prepare static XML for publication. | |
| | UNHIDE FACULTY ASSIGNMENTS FROM FACULTY CENTER <ul style="list-style-type: none"> Allow future term class schedule data to display in Faculty Center. | |
| PUBLISHED | | |
| | SUMMER/FALL/SPRING UPDATE <ul style="list-style-type: none"> Opportunity to swap classes or make modality changes. No change to overall FTEF. | |
| | SET WAIT CAPS | |

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*** Approximate date range. Actual dates will vary.**

Deadlines that fall on the weekend or holiday will be moved to the Friday before.