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|  | **DATE** | **TASK** | **RESPONSIBLE** | **DEADLINE** |
| I. | 3/20/17 | Download, format and post 1st proof “shells” in Google docs for Deans and Department Chairs/Division RepsAdministrative Aides with approval from Deans share 1st proof “shells” in Google docs (***Google docs to be shared with Curriculum Analyst)*** | Administrative AidesBackup – Curriculum AnalystAdministrative Aides | 3/20/17 |
| 3/20/17 | DCs/DRs input changes in Google docs and propose additions (***Include: course, meeting days/times, instructors, rooms, and dates/rooms for hybrid sections)***DCs/DRs will contact Deans with any issues/concerns | Department Chairs/Division RepsDeans/DCs/DRs | 4/28/17 |
| 5/1/17 | Remove “EDIT” Access to Google docs from DCs/DRs | Administrative AidesBackup – Curriculum Analyst | 5/1/17 |
| 5/2/17 | Deans review and approve schedule proposals | Deans | 5/12/17 |
| 5/15/17 | With Deans approval, Administrative Aides begin data entry of schedule into Colleague from Google DocsInput rooms into Outlook | Administrative AidesBackup – Curriculum AnalystAdministrative Aides | 8/28/178/28/17 |
| 8/29/17 | Open Priority Rooms for all divisions to resolve conflicts/displaced sectionsRoom conflicts identified/resolved during Outlook inputIdentify those sections that are displaced | Administrative AidesBackup – Curriculum AnalystDeans | 9/11/179/11/17 |
| 9/12/17 | Developmental Services, Learning Communities, Honors, FYEEnter rooms in Outlook | Counselors, FYE Coordinator, Honors CoordinatorAdministrative Aide | 9/22/17  |
| 9/25/17 | Download, format and post 2nd proof “shells” in Google docs for Deans and Department Chairs/Division RepsAdministrative Aides with approval from Deans share 2nd proof “shells” in Google Docs ***(Google docs to be shared with Curriculum Analyst)*** | Administrative AidesBackup – Curriculum AnalystAdministrative Aides | 9/25/17 |
| 9/25/17 | DCs/DRs review schedule making minor changes in Google docs and propose additions ***(Include: course, meeting days/times, instructors, rooms and dates/rooms for hybrid sections)*** | Department Chairs/Division Reps | 11/3/17 |
| II. | 11/6/17 | Remove “EDIT” Access to Google docs from DCs/DRs | Administrative AidesBackup – Curriculum Analyst | 11/6/17 |
| 11/7/17 | Deans review and approve schedule proposalsWith Deans approval, Administrative Aides begin data entry of schedule into Colleague from Google DocsUpdate Outlook to include recent changes | DeansAdministrative AidesBackup – Curriculum AnalystAdministrative Aides | 12/8/17 |
| 12/11/17 | Download, prepare for pagination ***(all changes made after this date must be sent to Curriculum Analyst for inclusion in the schedule)*** | Curriculum Analyst | 1/19/18 |
| 1/22/18 | Schedule Paginated | Publications Specialist | 2/15/18 |
| 2/20/18 | Paginated PDF sent to Deans for Review (only minor changes allowed, nothing allowed that moves pages) | Curriculum Analyst | 2/23/18 |
| 2/26/18 | Changes added to schedule | Curriculum Analyst/Publications Specialist | 2/28/18 |
| 3/1/2018 | Schedule of Classes posted online | Marketing Department | 3/1/2018 |
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