

**Meeting Agenda**  
**16 Week Calendar Project**  
**February 6, 2012**

Agenda

1. The CS90TST2 (TST2) instance of PeopleSoft that is being used for 16-Week testing was refreshed by IITS on November 4, 2011. The goal is to keep TST2 in its current state at least until the proposed deadline of April 2, 2012 so we can finish with Fall 2012 testing on schedule, unless some need arises to refresh it sooner.

2. Fall 2012 and Summer 2012 planning overlap. Eloy notified the college last Thursday (Feb 2, 2012) that we will be holding Summer 2012. This is causing Summer planning and scheduling to overlap with Fall 2012. The process for planning/scheduling Summer will be a bit different from previous terms. Although we will roll/copy the schedule, the standard roll-over will not be a major driver of the actual schedule of classes. Considering the timeframe, and overlap with Fall scheduling, flexibility is required.

Summer 2012: Initial Rough/Draft dates. Planning in February. Draft schedule data will be sent out tentatively on Feb 24<sup>th</sup>. The month of March is planned for schedule changes which will be due in April. Registration: May 7<sup>th</sup>-June 12<sup>th</sup>. Term: June 18<sup>th</sup> - July 27<sup>th</sup>.

Fall 2012: 2<sup>nd</sup> Run Due: Feb 29<sup>th</sup>, Final Schedule Proofs: May 14<sup>th</sup>, Priority Registration: July 6<sup>th</sup>

3. Discussions on Winter 2013 testing is scheduled for the next 16-week meeting. The current priority is to finish testing for Fall 2012.

4. Academic Calendar was revised to specify that Final Exams will occur the last week of actual class time. There will be no separate final exam week. It is integrated into the 16-week term.

5. Test Student Registrations. A&R has registered sample students for its own testing. The selected students may not have all the criteria required by other departments for testing. Therefore, departments that require particular types of students were asked to provide a list of student attributes by this meeting. If you have a list, please provide them to A&R.

6. Departments provide status updates on internal and integration testing in PeopleSoft, and revised business processes related to the 16-Week calendar and Fall 2012.

- Academic Services
- CalWorks
- Counseling
- College Promise / Foundation
- Distance Learning
- DSPS
- EOPS
- Financial Aid
- Human Resources (Equal Pay status?)
- International Students
- Institutional Effectiveness / A&R / 320
- IITS / PeopleSoft
- Payroll
- Student Financials