Office of Academic Services
16 Week Calendar Project

Compressed!

DRAFT COPY

Long Beach City College

Office of Academic Services
Dean: Meena Singhal, Ph.D

Feb 28, 2011

Do not wait; the time will never be "just right'. Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along.

-- Napoleon Hill

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2012 - 2013 ACADEMIC YEAR DATES

Fall 2012	Aug 27, 2012 - Dec 14, 2012
Winter 2013	Jan 02, 2013 - Feb 02, 2013
Spring 2013	Feb 04, 2013 - Jun 04, 2013
Summer 2013	Jun 10, 2013 - Aug 16, 2013

IMPLEMENTATION TIMELINE

2010	November	· Kick-Off Meeting	· Department preparation	
	December			
2011	January	*· Spring 2011 Activities*		
	February	· Planning Meeting	· Department Planning · Consult with IITS Regarding Technical Issues	
	March	· Bi-Weekly Status Meeting	· Departments finalize plans · Consult with IITS Regarding Technical Issues · PS Test System Available · A&R Configure Sessions in Test PeopleSoft System by 3/15 · Depts begin testing on PS	· IITS begin work on new Term Copy Process for Fall 2012 & Winter 2013 · PeopleSoft Test System On-Line
	April	· Final Plans Due · Meet with Deans · Meet with AAA's	· Department update internal process	· Test PeopleSoft System On-Line ·IITS development of Term Copy Process
	May	· Status Meeting · Dept Head Mtg · Joint Testing	· A&R Update Session Codes in TEST System · Departments prepare TEST PeopleSoft for Fall 2012	· IITS development of Term Copy Process · Setup basic test term in PS (non-copied version)
	June	· Bi-Weekly Status Meeting	· Testing of Term Copy process (IITS/OAS) · Testing of coding for new term (calculations, sessions, etc.)	·IITS & OAS testing of Term Copy Process · Testing of new term in PeopleSoft
	July	· Bi-Weekly Status Meeting	· Departmental Testing of PeopleSoft and internal processes	· Copy Fall 2012 in PS test · OAS Term Testing
	August	· Kick-Off Integrated Testing	· Integrated Testing of Term in PeopleSoft for Fall 2012	
	September	· Final Testing Status · Dept Head Mtg	· Integrated Testing of Term in PeopleSoft for Fall 2012	
	October	· Fall 2012 Pre-Production Meeting	· Stablization / Final Testing (Sandbox) · Copy schedule in late October · Distribute instructions to dept heads	
	November	**GO LIVE! - Fall 2012 (16-Week Term)** **· First-Run Class Schedule distributed to schools for Fall 2012**		
	December	**Activate 16-week term into production system**		
2012	January	· Post-Production Status Meeting · Discuss Winter 2013	· 2nd Run for Fall 2012	
	February	· Prepare for Winter 2013 and Spring 2013	· 2nd-Run Schedule Changes for Fall 2012 Due	· Activate Winter 2013 Term In Test System (Proposed)

IMPORTANT DATES

Project Kick-Off Meeting	November 2010
Department Planning	December 2010
Progress Meeting	February 2011
Department Plan's Finalized	March 2011
PeopleSoft Bolt-on Changes	
PeopleSoft Test System Prepared	
PeopleSoft Test System Available	April 2011
Fall 2012 Sessions Loaded into PS by A&R	
PeopleSoft Testing	
Term Copy Process Fall 2011 -> Fall 2012	August 2011
Copy term data from Fall 2011 to Fall 2012	
Integrated Testing in PeopleSoft	September 2011
Sample Room Conflict Report sent to Schools	
A&R Load Fall 2012 Sessions into Production	November 2011
16-Week Go Live!	December 2011
Copy Fall 2011 to Fall 2012 in Live System	
Begin Scheduling for the Fall 2012 term	
First run data sent to schools	January 2012

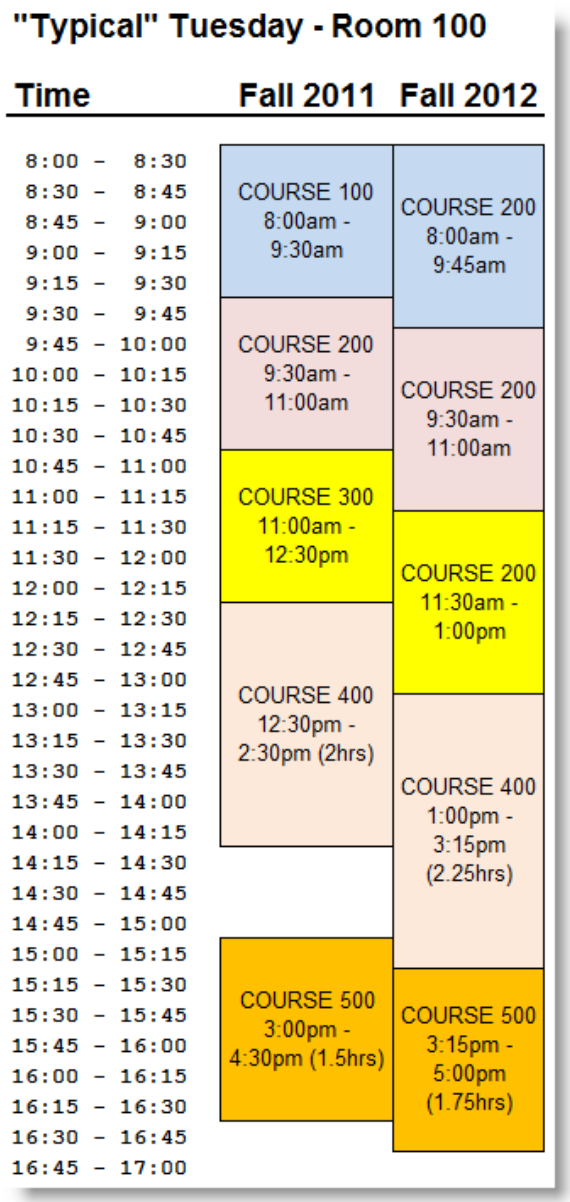
SIGNIFICANT IMPACTS

1. January is no longer part of the Spring Term.

Anything that required students or faculty during a primary term will have to be rescheduled in February.

2. Increased Room Utilization

Longer classes, more pressure on rooms.



OFFICIAL APPROVAL FROM CHANCELLORS OFFICE

STATE OF CALIFORNIA **JACK SCOTT, CHANCELLOR**

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

February 22, 2011

Donald B. Berz
Executive Vice President, Academic Affairs
Long Beach City College
4901 East Carson Street, (R-11)
Long Beach, CA 90808

Dear Executive Vice President Berz:

The proposed 2012-13 academic calendar for Long Beach City College, officially submitted and dated September 20, 2010, including additional information submitted December 2, 2010, has now been reviewed and approved. The calendar configuration meets the approval criteria provided by Title 5 Section 55702 for changes in academic year configurations.

In our review, it was determined that the academic calendar complies with the 175-Day Requirement for days of instruction and evaluation pursuant to California Code of Regulations, Title 5 Section 58120 and 58142. Each of the primary terms, fall and spring, includes 16 weeks of student instruction (including final examinations), for a total of 32 weeks. Also included in the 2012-13 academic calendar, is a total of 3 days in which instructors are released from student instruction so that they may participate in instructional improvement activities pursuant to Title 5 Sections 55720-55732 (flex time).

As a result of the approved calendar configuration (32 weeks of instruction plus 3 days of flex time), the term-length multiplier will be 16.3 for each of the 2012-13 primary terms for Long Beach City College. Should this calendar configuration be changed in any subsequent year, prior approval will again be required. As a reminder, all student contact hours reported for apportionment are to be based on guidelines and requirements specified in Title 5 regulations (including Section 58023 and 58050).

For further questions regarding the academic calendar, contact Elias Regalado at eregalad@cccco.edu or at (916) 445-1165 (funding and attendance accounting purposes) or LeBaron Woodyard at lwoodyard@cccco.edu or at (916) 445-1780 (flexible calendar process and program requirements).

Sincerely,

BARRY RUSSELL
Vice Chancellor
Academic Affairs

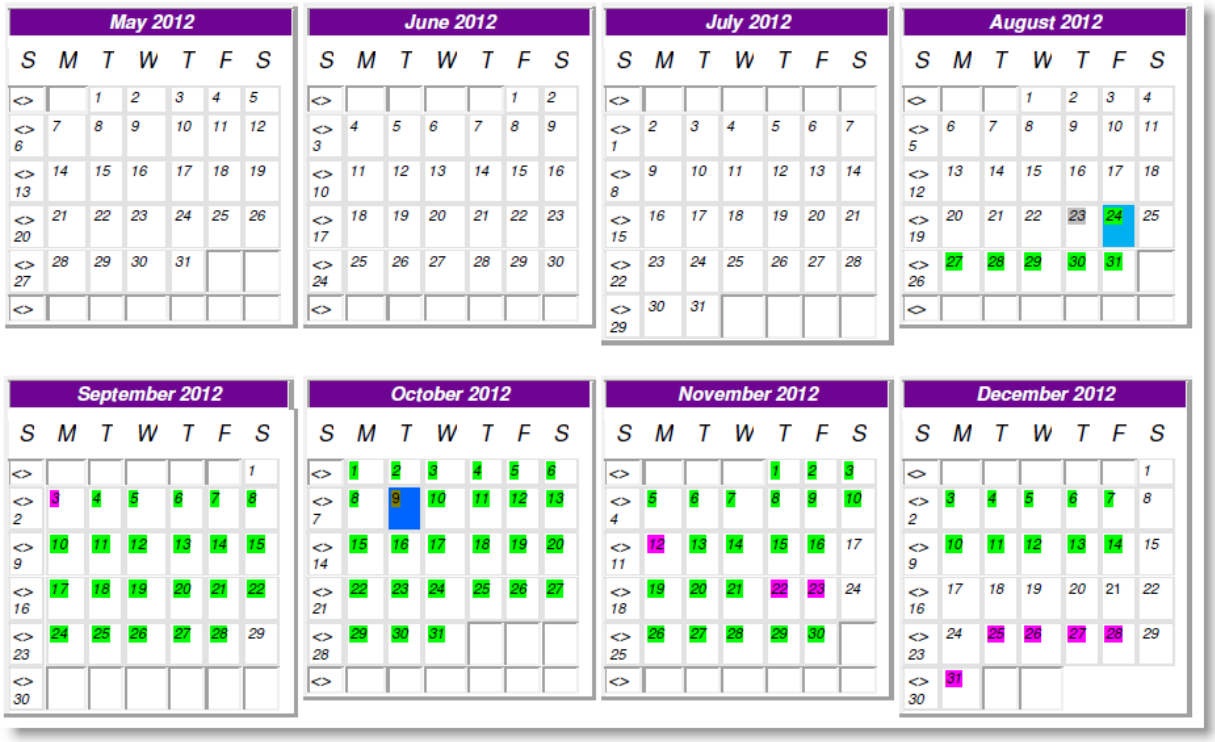
Sincerely,

CHRIS YATOOMA
Administrator
State Apportionment Process & System Budget Dev.

cc: Eloy O. Oakley, Superintendent-President, Long Beach CCD
Jack Scott
Erik Skinner
Dan Troy
Barry Russell
Elias Regalado

COLLEGE CALENDAR 2012-2013 (16-WEEK)

Fall 2012



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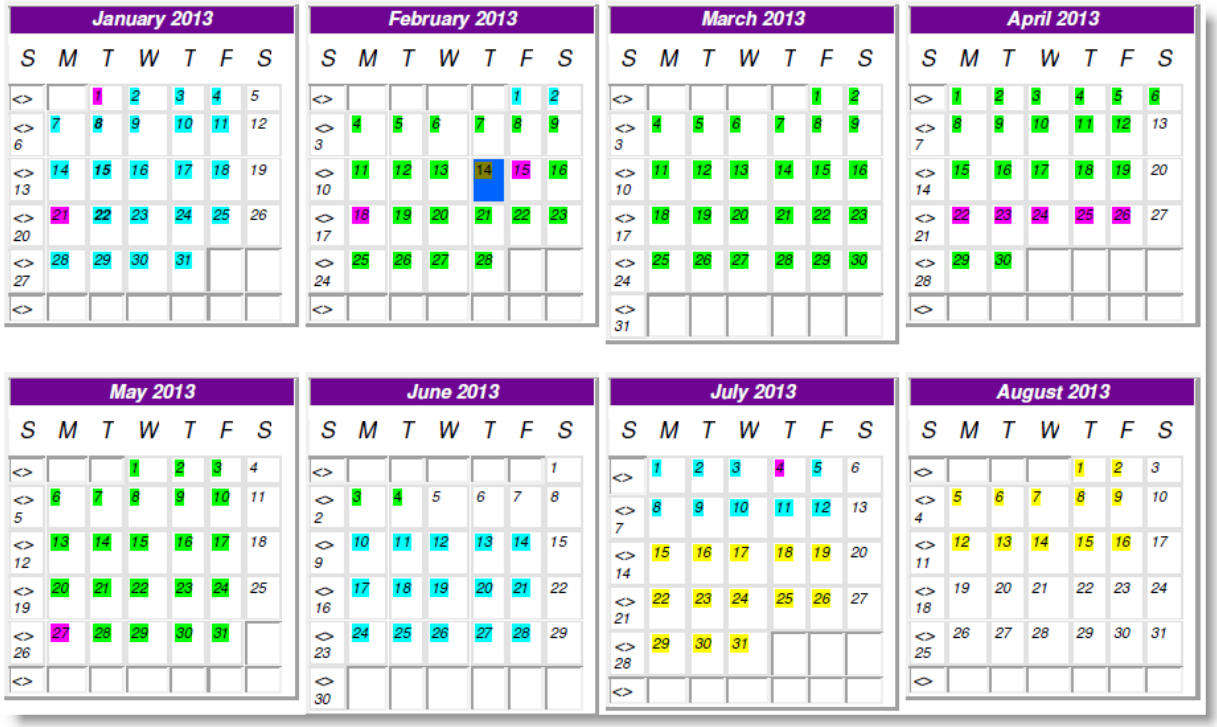
Winter , Spring, and Summer 2013



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BACKGROUND

Why 16 weeks?

For students

Winter session provides flexibility (an additional term).
Studies show students perform better in 16 versus 18 weeks.
Advantage to pedagogy.

For the college.

Most colleges have already moved here.
Supports scheduling part-time instructors who also work on other 16-week campuses.

The compressed calendar option has been adopted by many community colleges as a response to the student request for flexible scheduling. Research has shown many benefits to a compressed calendar. Currently 21 of 33 community colleges in LA, Orange, and Ventura counties have moved to an alternative calendar. A study done at Santa Monica College found that students on a 16 week schedule as opposed to an 18 week schedule were less likely to withdraw, had higher grade point averages, and earned higher grades. The article "What Can We Stay About the Impact of Compressed Calendars and Courses on Student Success?" by Susan Bangasser also describes additional positive results of alternative calendars which include decreased earlier drops, improved student success, decreased attrition, and greater flexibility in class scheduling. In previous years, Long Beach City College has gathered faculty input on the compressed calendar. Results of surveys (1999 and 2004) by the Alternative Calendar Committee, and the 16 Week Calendar Task Force (2008) showed that the college was in support of adopting a 16 week calendar.

OUR PROCESS

START: Decide to begin.

The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one. — Mark Twain

INVOLVE: Invite the team. What do we do? Who does it?

Tell me and I'll forget, show me and I may remember, involve me and I'll understand. — Chinese Proverb

BRAINSTORM: Get everyone in one room and generate ideas. Don't spend too much time on any one topic.

All great deeds and all great thoughts have a ridiculous beginning. Great works are often born on a street corner or in a restaurant's revolving door. — Albert Camus

PREPARE: Someone volunteers to be responsible for writing. This person takes all of the brainstorming ideas and groups them into topics. A VERY ROUGH DRAFT IS FINE.

I run on the road, long before I dance under the lights. — Muhammad Ali

ORGANIZE & AMEND: Meet with group and go over the rough draft. Discuss general organization and any new ideas. Specific ideas produce topics, and topics, themes.

Out of intense complexities intense simplicities emerge. — Winston Churchill

TAKE RESPONSIBILITY: Once the overall topics are documented (even in a rough form), make a plan, and take responsibility for researching, discussing, and documenting specific items.

I am only one; but still I am one. I cannot do everything, but still I can do something; I will not refuse to do something I can do. — Helen Keller

EXECUTE: Get started. Meet regularly. Keep refining and moving forward.

Vision without execution is hallucination. — Thomas A. Edison

HOW DID ACADEMIC SERVICES PREPARE FOR THIS PROJECT?

It was decided that the group would meet weekly. The first step was to prepare documentation for the migration plan.

Identify areas of responsibility. What are the primary tasks. Who does what?

The first thing we did was throw everyone in the department into a single room, with the goal of brainstorming. With a blank whiteboard and pen in hand, we began to write down any topic we could think of that related to the calendar. We tried not to spend too much time on a single issue. The goal was simply to get as many ideas out as possible, and not debate their relevance.

A member of the group volunteered to document the various ideas, organize them into initial groups, and prepare handouts for the following meeting.

About a week later, the second meeting ensued. The group reviewed the ideas generated at the first meeting, debated the groupings, re-organized items, removed items, and added additional items to the list.

At the third meeting, staff names were attachedt to most of the items on the list. Items related specifically to documentation were copied to a different list. Someone in the group generated a project task list to make sure everything was covered. Staff began working on their tasks.

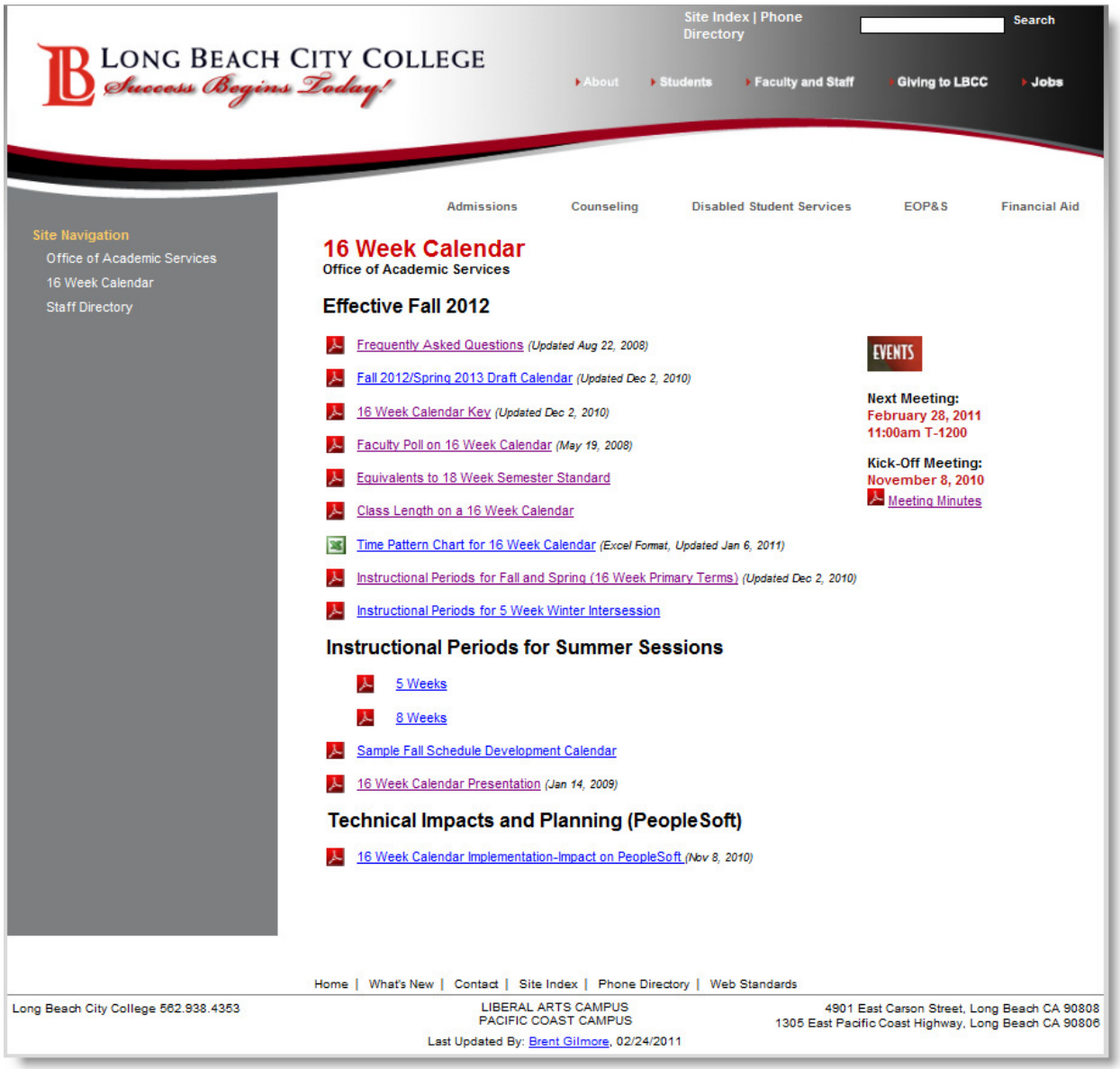
At the fourth meeting, a separate task list related to documentation was distributed. We discussed progress on various tasks, and established a due date for a draft and final document. The goal for the fifth meeting was to generate a rough draft document, integrating everyone's contribution to the project.

At the fifth meeting, the group reviewed the draft document. Suggestions were made for improvement, and additional ideas came up.

Recommendation

1. Brainstorm
2. Identify a writer
3. Rough draft (the initial work can be rough)
4. The complete resolution or plan is not required in the documentation, but rather the need or goal.

http://www.lbcc.edu/16-week/



QUESTIONS FOR HR

1. When will the load sheets be available so we can integrate it into our process?

QUESTIONS FOR OTHER COLLEGES

1. How do you currently input “Non-Classroom or Non-Teaching” assignments into your system?

2. Are these types of assignments added to traditional teaching assignments and are FTE values are reflected for both?

3. When you changed over to the 16 week calendar, what challenges did you face, what types of corrections and adjustments did you make?

4. Did you increase the weekly hours for all your Non-Classroom assignments and keep the total semester hours the same? Did you keep the FTE and TU values the same?

5. If an instructor has BOTH traditional teaching assignments and non-classroom assignments (exp – coordinator), was a reduction in non-classroom assignments necessary to allow for increased teaching hours? Or did instructors simply work longer days?

6. What thought process did your college use in regards to hours changing for instructors? Did they believe all instructors now need to work increased hours per week to maintain the same FTE value they generated in the past? Or did they believe that since a 5 week intersession is being added that it is OK to generate fewer FTEs (for Non-Classroom assignments) per semester per instructor and work the same hours because the shortage would be made up for later?

7. Did the compressed calendar result in fewer instructors working overloads?

8. Do you include Non-Classroom assignments in your Summer and Intersession schedules? Do you have a Term Workload Panel where you can view an instructor’s entire load?

CHANGES TO INTERNAL PROCESSES

AREAS OF RESPONSIBILITY WITHIN ACADEMIC SERVICES

Class Scheduling
Room Assignments
Curriculum
Catalog
Non-Classroom Assignments
Enrollment Management and Reporting

IMPORTANT 2011 DATES IN ACADEMIC SERVICES

Revised to fit new 16-week schedule (Draft)

Week of January 3rd	Provide DH with budget for Summer 2011
Week of January 10th	Submit requisition for College Catalog
Week of January 17th	Finalize absence entries for month of January
February 1st	1/30/11 timecard approval
Week of February 7th	"Make final purchases through open PO
Week of February 7th	"Obtain signature and process any pending invoices
Week of February 7th	"Submit final requisitions for equipment
Week of February 7th	Submit final requistions for vendors (to print catalog, postcards, etc.)
Week of February 14th	Finalize all requisitions by February 17th deadline
Week of February 14th	Finalize absence entries for month of February
March 1st	2/28/11 timecard approval
Week of March 7th	Request Librarian Schedule for Summer 2011
Week of March 14th	Finalize absence entries for month of March
April 1st	3/31/11 timecard approval
Week of April 4th	Create Summer 2011 loadsheets, non-classroom assignments, and non-teaching assignments
Week of April 4th	Request Librarian Schedule for Fall 2011
Week of April 18th	Finalize absence entries for month of April
Week of April 25th	Finalize Summer 2011 loadsheets, non-classroom assignments, and non-teaching assignments, distribute to obtain signatures, and forward to HR for processing
May 2nd	4/30/11 timecard approval
Week of May 9th	Create Fall 2011 loadsheets, non-classroom assignments, and non-teaching assignments
Week of May 16th	Finalize absence entries for month of May
Week of May 16th	Prepare Library cost projections for 2011-2012
Week of May 23rd	Finalize Fall 2011 load sheets, non-classroom assignments, and non-teaching assignments, distribute to obtain signatures, and forward to HR for processing
Week of May 23rd	Finalize all purchase orders by the May 27th deadline
June 1st	5/31/11 timecard approval
Week of June 13th	Submit C# Requests for 2011-2012 fiscal year
Week of June 13th	Finalize all absence entries for month of June and close out the 2010-2011 fiscal year
Week of June 27th	Finalize all time card entries for month of June and close out the 2010-2011 fiscal year
July 1st	6/30/11 timecard approval
Week of July 4th	Prepare 2011-2012 budget spreadsheets for Academic Services, Study Abroad, Extended Instruction, and Library
Week of July 11th	Finalize absence entries for month of July
August 1st	7/31/11 timecard approval
Week of August 15th	Finalize absence entries for month of August
September 1st	8/31/11 timecard approval
Week of September 5th	Request quote from Terry Hicks for College Catalog and Schedule of Classes
Week of September 12th	Prepare documents for US Postal For 3541 for submission
Week of September 12th	Finalize absence entries for month of September
Week of September 19th	Submit requisition for Terry Hicks

October 3rd	9/30/11 timecard approval
Week of October 3rd	Request Librarian Schedule for Spring 2012
Week of October 17th	Finalize absence entries for month of October
Week of October 24th	Obtain quote for College Catalog
November 1st	10/31/11 timecard approval
Week of November 7th	Create Spring 2012 load sheets, non-classroom assignments, and non-teaching assignments
Week of November 14th	Finalize absence entries for month of November
Week of November 21st	Finalize Spring 2012 load sheets, non-classroom assignments, and non-teaching assignments, distribute to obtain signatures, and forward to HR for processing
December 1st	11/30/11 timecard approval
Week of December 12th	Finalize absence entries for month of December

SESSIONS

EXISTING SESSIONS

	Enroll	Non-Enroll	Total	
1 (18)	1,738	782	**2,520**	W
15	211	82	**293**	D
9F	123	39	**162**	D
9L	131	38	**169**	D
6F	7	3	**10**	D
6M	10	2	**12**	D
6L	10	6	**16**	D
D3	8	6	**14**	D
D8	9	6	**15**	D
O1	49	19	**68**	E
OE	16	2	**18**	E
	2,312	**985**	**3,297**	

FALL 2012 SESSIONS (16 WEEK AND 8 WEEK ONLY)

	Enroll	Non-Enroll	Total		
1 (16)	1,949	864	**2,813**	W	1 (18) -> 1 (16)
8F	130	42	**172**	D	9F & 6F-> 8F
8L	151	46	**197**	D	9L & 6M & 6L -> 8L
D3	8	6	**14**	D	
D8	9	6	**15**	D	
OE	65	21	**86**	E	O1 & OE -> OE
	2,312	**985**	**3,297**		

O18 Credit (allowed to drop students for AJ)
OE Non-Credit (don't drop students)

Question to Laura Wan (Mary Johnson): Do you still need to drop students in the open-entry/open-exit session. We would like to remove the O18 session which exists primarily for AJ classes (to allow drops).

CLASS SCHEDULING

1st Run

2nd Run

WINTER SESSION

Initially, WINTER will be considered a separate term, processed individually.

Eventually, FALL and WINTER could be scheduled simultaneously.

SAMPLE FALL 2012 SCHEDULE DEVELOPMENT CALENDAR

Development Calendar for the Schedule of Classes
Offices of Academic Services and Community Relations & Marketing
Term: FALL 2012

Date	Activity
9/9-10/6/2011	**Admissions and Records sets up term dates**
10/7/2011	**Fiscal Operations sets up adjustment calendars**
10/7/2011	**Fiscal Operations copies materials fees from last term to new term in PeopleSoft**
10/10/2011	Academic Services validates material fees for new term against Course file in PeopleSoft
10/11-10/17/2011	Academic Services copies schedule from prior term, processes room rolls and instructor load. Validate processes ran correctly by running Queries against PeopleSoft.
10/18-10/21/2011	Academic Services creates first run worksheets
10/24-12/7/2011	Schools receive the **first run** of class schedule worksheets, the printer proof and schedule production instructions are emailed. PCC Provost to send Recommendations.
12/7/2011	School Deans submit corrected first run worksheets to Academic Services office on a flow basis, but no later than ***December 7, 2011***
12/8/2011-1/20/2012	Academic Services keys in changes, notes and updates to the first run worksheets
1/18-1/20/2012	Academic Services creates second run worksheets and printer proof
1/23-2/29/2012	School Deans and Department Heads receive **second run** worksheets to review and edit, Academic Services emails printer proof and index for proofing.
Set by Bookstore	**Bookstore issues textbook request forms (without class section numbers)**
2/29/2012	School Deans submit corrected second run schedule worksheets and index list to Academic Services. Submit revisions on a flow basis but ***NO LATER THAN February 29, 2012*** Last day to make additions or changes to the printed schedule. After this date, changes must be made on schedule change forms.
Set by CR&M	CR&M sends out schedule copy pages to appropriate manager. Deadline of 15 working days back to CR&M. This date is coincides with the due date of second run worksheets.
2/29/2012	School Deans and Department Heads must resolve workload problems by this date. (last day of cycle to update second run worksheets)
3/1-4/2/2012	Academic Services keys in changes from second run worksheets to update PeopleSoft records and index.
Set by CR&M	CR&M sends out email reminder that updates to pages are due back with semester appropriate changes
4/3-4/6/2012	**Final review of Printer Proof** by department heads & school personnel. Minor changes accepted only. No new classes or notes.
4/16-4/19/2012	Academic Services keys in changes from printer proof.
4/20/2012	Academic Services emails consultant copy of schedule.
4/21-4/22/2012	Consultant creates and emails the PDF galleys. This is usually scheduled over a weekend.
4/20/2012	CR&M emails instructions to consultant regarding ad space in the schedule (date is mid point between galleys and page proofs)

DRAFT

As of 1/13/2011

4/23-4/24/2012	Department Heads **check Galleys** from consultant for final review (usually a Monday)
Set by Bookstore	**Textbook requests are due in to the bookstore.**
4/25-4/26/2012	Academic Services marks up paper copy of galleys to send to the consultant for corrections via overnight mail (usually a Friday)
4/27-4/29/2012	Consultant creates and emails the final PDF page proofs. This is usually scheduled over a weekend.
4/30-5/2/2012	AS receives the PDF **Final Page Proof**. Validate final corrections, prepares and email index to CR&M.
4/30/2012	Send C&R the final page number
4/30/2012	Final Exam Schedule, Open-Entry classes, Locations and flexible start classes due to CR&M
4/30-5/15/2012	**Notify ACIT Webmaster and A&R that the Fall 2012 Schedule of Classes needs to be prepared for posting in early May http:// schedule.lbcc.edu. Academic Services provides schedule data in PDF format. A&R Registrar to provide an updated admissions and registration page.**
4/30-5/16	CR&M receives class section proofs from Consultant and assembles schedule.
Set by HR	**All full time load sheets are due to Human Resources. Please submit them earlier if possible. Instructions will follow from HR as to when load sheets for adjunct faculty are due.**
Set by CR&M	Send final digital proofs to the printer for E-Book.
5/15/2012	**Deadline for web-based Fall 2012 Schedule of Classes to be available for early registration** (http://schedule.lbcc.edu/). **Minimum two days prior to early registration.**
5/18/2012	Community Relations and Marketing creates and post the **FALL 2012** E-Book.
Set by Admissions	Priority Registration

0 days means the same day as the prior activity.

DRAFT

SAMPLE WINTER 2013 SCHEDULE DEVELOPMENT CALENDAR

Development Calendar for the Schedule of Classes
Offices of Academic Services and Community Relations & Marketing
Term: Winter Intercession 2013

Date	Activity
7/9-7/23/2012	**Admissions and Records sets up term dates**
7/24/2012	**Fiscal Operations sets up adjustment calendars**
7/24/2012	**Fiscal Operations copies materials fees from last term to new term in PeopleSoft**
7/25/2012	Academic Services validates material fees for new term against Course file in PeopleSoft
7/26-7/27/2012	Academic Services copies schedule from prior term, processes room rolls and instructor load. Validate processes ran correctly by running Queries against PeopleSoft.
7/30-8/1/2012	Academic Services creates first run worksheets
8/2-8/24/2012	Schools receive the **first run** of class schedule worksheets, the printer proof and schedule production instructions are emailed. PCC Provost to send Recommendations.
8/24/2012	School Deans submit corrected first run worksheets to Academic Services office on a flow basis, but no later than **August 24, 2012**
8/27-9/7/2012	Academic Services keys in changes, notes and updates to the first run worksheets
9/5-9/7/2012	Academic Services creates second run worksheets and printer proof
9/10-9/21/2012	School Deans and Department Heads receive **second run** worksheets to review and edit, Academic Services emails printer proof and index for proofing.
Set by Bookstore	**Bookstore issues textbook request forms (without class section numbers)**
9/21/2012	School Deans submit corrected second run schedule worksheets and index list to Academic Services. Submit revisions on a flow basis but ***NO LATER THAN September 21 2012*** Last day to make additions or changes to the printed schedule. After this date, changes must be made on schedule change forms.
Set by CR&M	CR&M sends out schedule copy pages to appropriate manager. Deadline of 15 working days back to CR&M. This date is coincides with the due date of second run worksheets.
9/21/2012	School Deans and Department Heads must resolve workload problems by this date. (last day of cycle to update second run worksheets)
9/24-10/5/2012	Academic Services keys in changes from second run worksheets to update PeopleSoft records and index.
Set by CR&M	CR&M sends out email reminder that updates to pages are due back with semester appropriate changes
10/8-10/9/2012	**Final review of Printer Proof** by department heads & school personnel. Minor changes accepted only. No new classes or notes.
10/10-10/12/2012	Academic Services keys in changes from printer proof.
10/12/2012	Academic Services emails consultant copy of schedule.
10/13-10/14/2012	Consultant creates and emails the PDF galleys. This is usually scheduled over a weekend.
10/10/2012	CR&M emails instructions to consultant regarding ad space in the schedule (date is mid point between galleys and page proofs)

As of 1/13/2011

DRAFT

10/15-10/16/2012	Department Heads **check Galleys** from consultant for final review (usually a Monday)
Set by Bookstore	**Textbook requests are due in to the bookstore.**
10/17-10/19/2012	Academic Services marks up paper copy of galleys to send to the consultant for corrections via overnight mail (usually a Friday)
10/20-10/21/2012	Consultant creates and emails the final PDF page proofs. This is usually scheduled over a weekend.
10/22-10/24/2012	AS receives the PDF **Final Page Proof**. Validate final corrections, prepares and email index to CR&M.
10/22/2012	Send C&R the final page number
10/22/2012	Final Exam Schedule, Open-Entry classes, Locations and flexible start classes due to CR&M
10/15/2012	**Notify ACIT Webmaster and A&R that the Winter Intercession 2013 Schedule of Classes needs to be prepared for posting in early May http://schedule.lbcc.edu. Academic Services provides schedule data in PDF format. A&R Registrar to provide an updated admissions and registration page.**
10/22/2012	CR&M receives class section proofs from Consultant and assembles schedule.
Set by HR	**All full time load sheets are due to Human Resources. Please submit them earlier if possible. Instructions will follow from HR as to when load sheets for adjunct faculty are due.**
Set by CR&M	Send final digital proofs to the printer for E-Book.
	Deadline for web-based Winter Intercession 2013 Schedule of Classes to be available for early registration (http://schedule.lbcc.edu/). **Minimum two days prior to early registration.**
11/1/2012	Community Relations and Marketing creates and post the **Winter Intercession 2013** E-Book.
Set by Admissions	Priority Registration

0 days means the same day as the prior activity.

DRAFT

PEOPLESOFT SCHEDULE COPY PROCESS

Each term, the previous like schedule is copied to a new term. The process needs to be adjusted to accommodate a 16-week calendar.

Also, between 2012-2013, sessions needs to be adjusted, based on the revised session list.

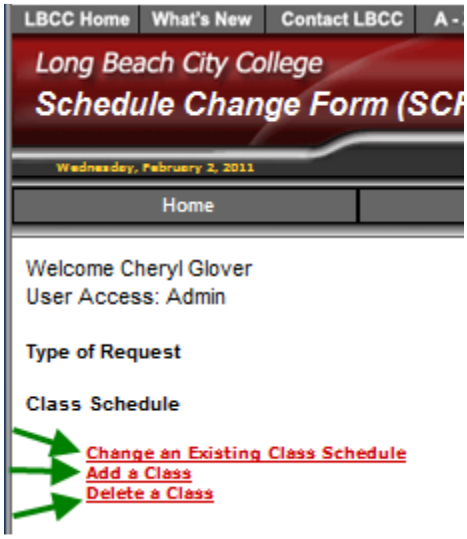
For example, classes in the 9-week session, 9F and 9L, need to be changed to 8F and 8L.

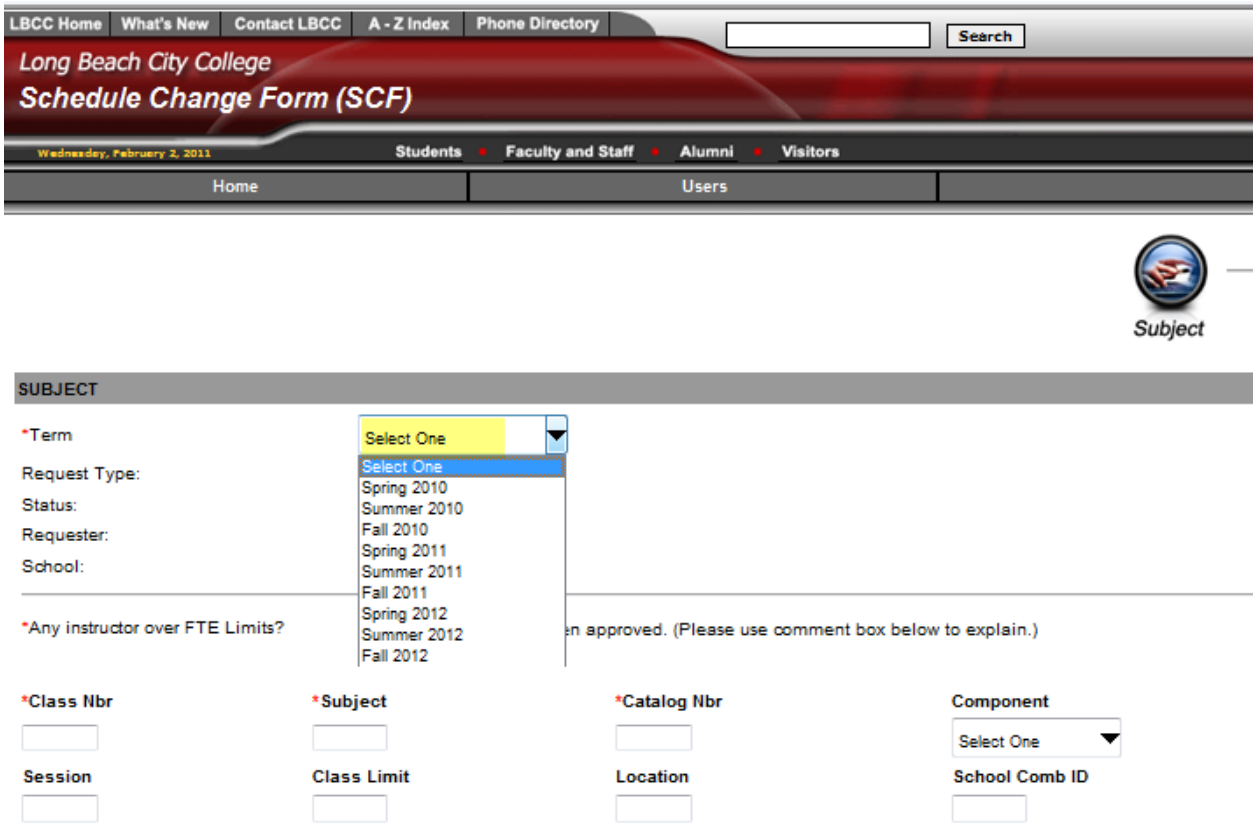
ROOM SCHEDULING

To maximize room utilization, especially under a compressed calendar, there are preferred meeting patterns.

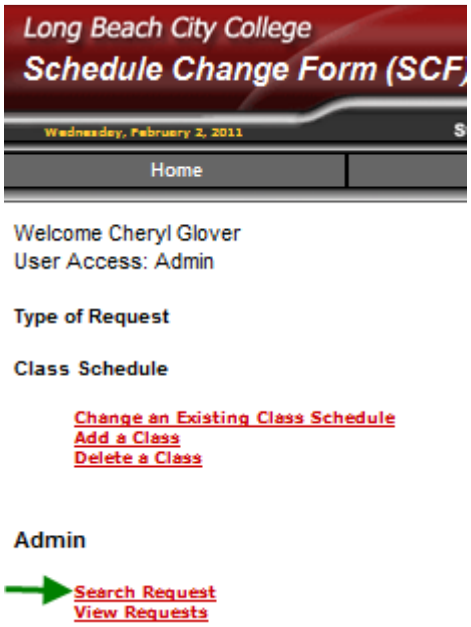
SCHEDULE CHANGE FORM (SCF) UPDATES

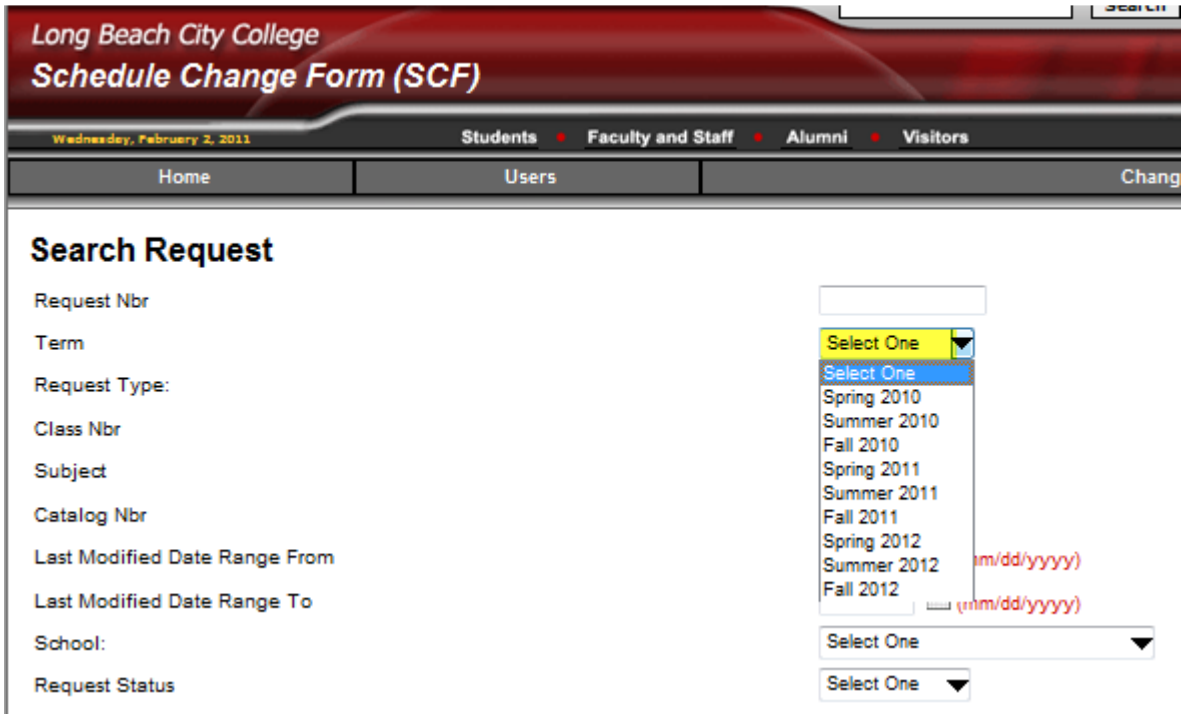
The Requestor needs to be able to select the Winter term in each of the three **Types of Requests.**





The Requestor needs to be able to select the Winter term in the **Search Request**.





CURRICULUM AND COLLEGE CALENDAR

Various areas related to the College Catalog and curriculum need to be addressed.

1. Adjust the Curriculum Submission Calendar.
2. Update course outlines to reflect shorter term.
3. Revise the College Catalog development schedule.
4. Changes the College Catalog.

CURRICULUM SUBMISSION CALENDAR

Since January will no longer be part of a primary session, the Curriculum Submission Calendar will have to be adjusted.

Curriculum Submission Calendar
Academic Services Office Catalog Year 2012-2013
Courses to be Initially Scheduled Fall 2012

Departments should make every effort to submit all required curriculum paperwork early in the fall semester in order to guarantee that new courses and course changes are included in curriculum guides and the college catalog for the subsequent fall semester. Early spring deadlines should primarily be used for course changes only. Curriculum paperwork is handled by the Course Evaluation Subcommittee on a **first-come, first-served basis**. Every effort is made to process and evaluate curriculum paperwork according to this schedule; however, the closer to a curriculum deadline a proposal is submitted, the greater the risk of having the department's curriculum paperwork delayed to the next available Course Evaluation subcommittee meeting.

Documents due to Academic Services by 4:00 pm	Course Eval Subcommittee Wednesday, 2-4 pm T-1046	Curriculum Committee 2:00 PM Bldg O-Rm 208	Reminders
Tuesday, Jan 18 2011	February 9, 2011	March 16, 2011	
Tuesday, Feb 15, 2011	March 9, 2011	April 20, 2011	
Monday, Mar 14, 2011	April 13, 2011	May 18, 2011	• UC TCA deadline; IGETC & CSU GE Breadth recommendations to Board
Monday, August 1, 2011	August 24, 2011	September 21, 2011	
Monday, August 22, 2011	September 14, 2011 September 28, 2011	October 19, 2011	• Recommended Final due date for new course proposals
Monday, September 12, 2011	October 12, 2011 October 26, 2011	November 16, 2011	• CSU GE Breadth & IGETC submission deadline (Articulation Office) • Final due date for inclusion of any new course proposal into 2012-2013 Catalog. New courses must be approved by the Board of Trustees.
Monday, October 17, 2011	November 9, 2011 November 30, 2011	December 14, 2011	• Final due date for new Experimental/Distance Learning and Supplemental Learning proposals for inclusion into the print Fall Schedule of Classes. This includes Title, Catalog Number, Units, Subject, Prerequisite, Corequisite, Class Size Maximum, Grade Change and Recommended Preparation changes.
~~Monday, Dec 5, 2011~~	~~January 23, 2012~~	~~February 15, 2012~~	~~• Final due date for inclusion of the above actions in 2012-13 Catalog. Be aware of this year's calendars and deadlines for the Schedule of Classes, curriculum guides, and catalog so as to plan accordingly.~~

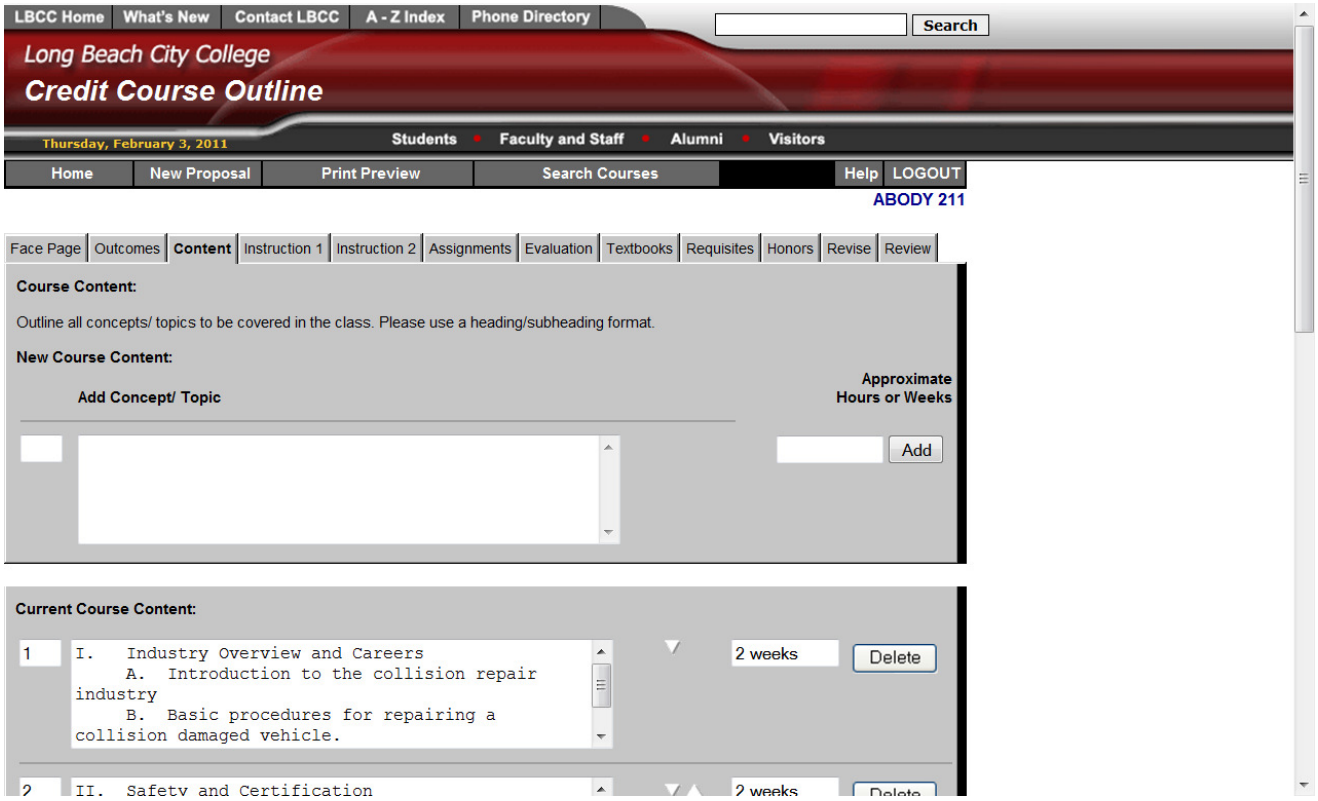
Will not have this meeting when 16wk calendar is implemented.

Don't forget to check the Schedule of Classes worksheet due dates.
Other dates to consider: Spring term: 1/10 - 5/24/11; Fall term: 8/15-12/16; Spring instructional recess 4/24 – 4/30/11
Revised 2/8/11

cc: Don Berz, Executive Vice President Academic Affairs
Gregory Peterson, Vice President, Student Support Services
Course Evaluation Subcommittee Members
School Deans/ Department Heads/Academic Administrative Assistants/Amit Shai

COURSE OUTLINE DATABASE

All course outlines that have weeks listed on the content page will need to be revised to equal 16 weeks instead of 18 weeks when the 16 week calendar is implemented.



COLLEGE CATALOG PRODUCTION CALENDAR

Minimal changes are expected to the College Production Calendar.

Long Beach Community College District
2012-2013 Catalog Production Calendar
Milestones

DATE	TASK
December 5, 2011	Type catalog buyout
January 6, 2012	Academic rank form distributed to faculty (Chi-Chung In the Loop)
January 9, 2012	Information (policy) section of catalog for updates sent to administrators
February 6, 2012	Note to Articulation Office to send curriculum guides on flow basis
February 24, 2012	**DEADLINE:** Academic rank form returned to Human Resources Office if change is requested.
February 24, 2012	**DEADLINE:** Corrected information (policy) section due to Curriculum Database Specialist
March 23, 2012	Request to Human Resources Office for part-time hourly, academic and classified employee lists
March 23, 2012	Send prior year's list of ASB employees to Marty Wayland for update
March 23, 2012	**DEADLINE:** to submit changes to curriculum guides and ABC plan
April 2 2012	**Catalog Extract Run from PeopleSoft**
April 2, 2012	Email to School Deans regarding April 23rd deadline to correct proof
April 9, 2012	**DEADLINE:** Staff lists from Human Resources
April 23, 2012	**DEADLINE:** to correct curriculum section proof
April 30, 2012	Curriculum section emailed to consultant; if possible, notify consultant of page number where course section should begin
May 4, 2012	Faculty and classified staff lists finalized by Academic Services
May 7, 2012	Galleys returned to Academic Services from consultant
May 9, 2012	Changes/corrections discussed by phone with consultant (2 days)
May 15, 2012	Final page proofs returned to Academic Services from consultant (4 days)
May 17, 2012	Camera ready catalog sent to CR&M for review and placement of photos
May 17, 2012	Final cover to School/College Relations and CR&M for approval
May 18, 2012	Catalog camera ready body sent to printer for printing of 2012-2013 Catalogs
May 18, 2012	Artwork for catalog cover sent to printer
May 29, 2012	Blue line copy from printer to Academic Services
May 29, 2012	Catalog cover(s) returned to Academic Services from printer
June 16, 2012	Request for 2012-2013 Catalog form distributed to employees (Chi-Chung In the Loop)
June 16, 2012	Printer delivers catalogs to warehouse

cc: Don Berz, Terry Hicks, Lynn Hernandez, Brent Gilmore, Chi-Chung Keung, Meena Singhal, Bill Zeilinger

COLLEGE CATALOG REFERENCES TO WINTER SESSION

The college catalog calendar will need to be revised with the implementation of the 16 week calendar and if a winter session is added.

Summer Sessions 2012

June 20	**Summer Session Classes Begin**
July 4	Holiday (Independence Day)

Fall Semester 2012

August 15	**Begin Fall Classes**
September 5	Holiday (Labor Day)
September 29	**Deadline to Apply for December Graduation**
November 11	Holiday (Veterans Day)
November 24-25	Holiday (Thanksgiving)
December 8-16	Final Exams - Refer to Fall Schedule of Classes
December 16	Fall Classes End
December 17-January 8	Winter Recess

The college catalog calendar will need to be revised with the implementation of the 16 week calendar and if a winter session is added.

Spring Semester 2013

January 9	**Spring Classes Begin**
January 16	Holiday (King's Day)
February 17	Holiday (Lincoln's Birthday)
February 20	Holiday (Washington's Birthday)
February 23	**Deadline to Apply for May Graduation**
April 8-14	Spring Recess
May 14-22	Final Exams - Refer to Spring Schedule of Classes
May 22	Spring Classes End
May 23	Graduation
May 28	Holiday (Memorial Day)

For more detailed registration information, refer to the Schedule of Classes online or the college website.

College Campus Locations

Liberal Arts Campus	**Pacific Coast Campus**
4901 East Carson Street	1305 East Pacific Coast Highway
Long Beach, California 90808	Long Beach, California 90806
(562) 938-4111	(562) 938-3903

Off-Campus Location:
Office of Economic and Resource Development
4900 Conant St, Building 2, Suite 108
Long Beach, California 90808

For Other Off-Site Locations Contact:
Office of Extended Instruction (562) 938-4126

Accreditation

Long Beach City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), 10 Commercial Blvd, Ste 204 Novato, CA 94949 (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Curriculum Offerings

The college reserves the right to determine which of the courses listed in the catalog are to be offered in each semester. Changes in curriculum or course content may occur after the information cut-off date of this catalog, February 2012.

Schedule of Classes

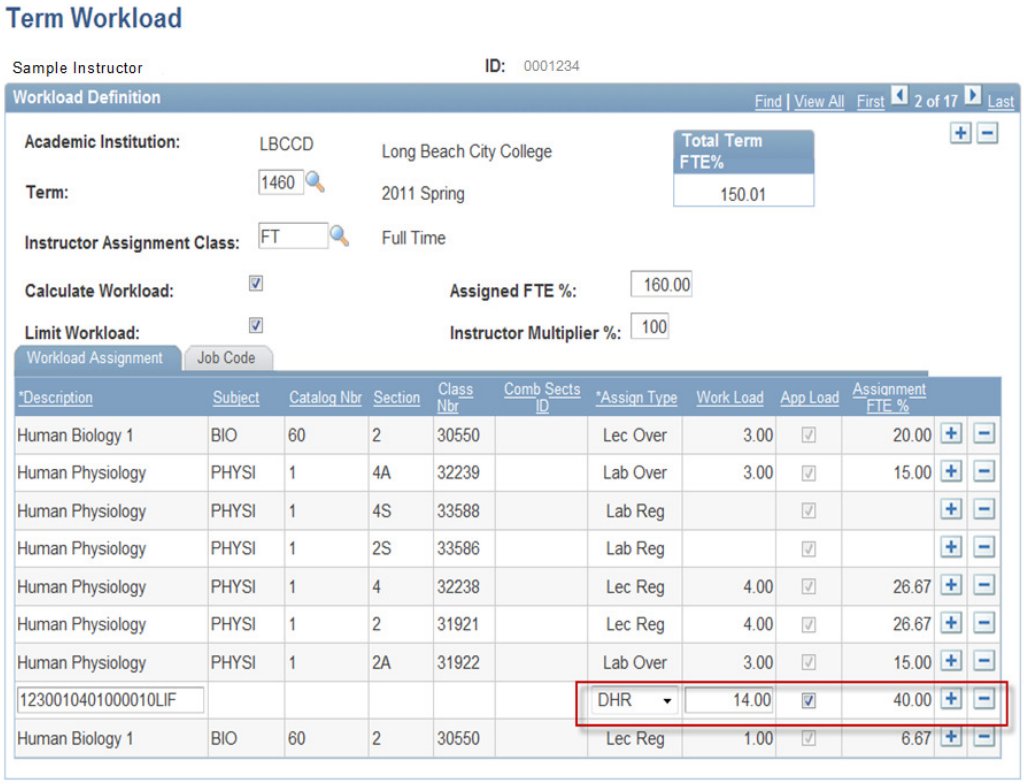
Long Beach City College publishes a schedule of classes online before the beginning of each semester indicating each course to be offered. Schedules are available on the college website (http://www.lbcc.edu). Changes in curriculum offerings or fees charged may occur after the schedule is published.

In compliance with Section 508 of the Workforce Investment Act of 1998, the Long Beach Community College District provides the catalog and other college publications in alternative formats. If you are an individual who requires special assistance and would like materials in an alternative format, contact the Disabled Students Programs & Services department at (562) 938-4558 or (562) 938-4833 TDD. The Disabled Students Programs & Services department is located on the Liberal Arts Campus (LAC), located at 4901 E. Carson St., Long Beach, CA 90808.

IMPACT ON NON-CLASSROOM ASSIGNMENTS RELATED TO 16 WEEK CALENDAR QUESTIONS

1. The Term Workload Panel and its calculations are based on an 18 week semester. If for example, a department head normally receives 40% Release Time and works 14 hours over 18 weeks (total semester hours = 252 (14 x 18)), the DH may have to increase her hours to 15.75 hours a week (15.75 x 16 = 252) to maintain her same 40% Release Time. ACTUAL hours worked would be 15.75. ADJUSTED hours worked would be 14 and the Term Workload Panel would display 14. The Instructor Load by Dept Report would also display the ADJUSTED hours of 14.
   What reports does HR currently run off of Term Workload? Will Cindi N. have to manually adjust hours for every single Non-Classroom assignment?
   Do you want the Instructor Load by Department Report to display the ADJUSTED hours? Will this confuse the instructors who have to sign their Services Agreement Form? Would it be better to eliminate the workload hours on the report but only display the total workload hours per semester required?

   Term Workload example:



Term Workload

Sample Instructor ID: 0001234

Workload Definition — Find | View All First 2 of 17 Last

Academic Institution: LBCCD Long Beach City College

Term: 1460 2011 Spring

Instructor Assignment Class: FT Full Time

Total Term FTE%: 150.01

Calculate Workload: ☑ Assigned FTE %: 160.00

Limit Workload: ☑ Instructor Multiplier %: 100

Workload Assignment | Job Code

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Work Load	App Load	Assignment FTE %
Human Biology 1	BIO	60	2	30550		Lec Over	3.00	☑	20.00
Human Physiology	PHYSI	1	4A	32239		Lab Over	3.00	☑	15.00
Human Physiology	PHYSI	1	4S	33588		Lab Reg		☑	
Human Physiology	PHYSI	1	2S	33586		Lab Reg		☑	
Human Physiology	PHYSI	1	4	32238		Lec Reg	4.00	☑	26.67
Human Physiology	PHYSI	1	2	31921		Lec Reg	4.00	☑	26.67
Human Physiology	PHYSI	1	2A	31922		Lab Over	3.00	☑	15.00
1230010401000010LIF						DHR	14.00	☑	40.00
Human Biology 1	BIO	60	2	30550		Lec Reg	1.00	☑	6.67

Currently, this Dept Head works 14 hours over an 18 week semester. Her FTE = 40%. With a 16 week semester, ACTUAL work hours will increase to **15.75** hours. However, the Term Workload panel will show the ADJUSTED hours of 14.

Instructor Load by Department example:

Report ID: LBCSR008

LONG BEACH COMMUNITY COLLEGE DISTRICT
LBCC INSTRUCTOR LOAD BY DEPARTMENT REPORT

Page No. 1
Date 02/08/2011

2009 Sprin Department: DEPT_D Department

Subject	Catalog	Class#	Sect	Comb	Days	Start Tm	End Tm	Facility	Lec Hrs	Lab Hrs	RT Hrs	Asgn %	Resp	TU	%FTEF	Atyp	Beg	Atyp	End	Session	Tot Hrs	Acct Num
000000-Instructor, Sample																						
BIO	60	30550	2		T-Th	2:30 PM	4:20 PM	LAC-D228	3.00	0.00		LCO	75.00	3.000	20.00					1	54.00	133500010401000010
BIO	60	30550	2		T-Th	2:30 PM	4:20 PM	LAC-D228	1.00	0.00		LCR	25.00	1.000	6.67					1	18.00	111000010401000010
PHYSI	1	31921	2		T-Th	6:00 PM	7:50 PM	LAC-D226	4.00	0.00		LCR	100.00	4.000	26.67					1	72.00	111000010401000010
PHYSI	1	31922	2A		T-Th	8:00 PM	9:15 PM	LAC-D226	0.00	3.00		LBO	100.00	2.250	15.00					1	54.00	133500010401000010
PHYSI	1	33586	2S					LAC-L212	0.00	0.00		LBR	0.00	0.000	0.00					1	0.00	111000010401000010
PHYSI	1	32238	4		M-W	3:00 PM	4:50 PM	LAC-D226	4.00	0.00		LCR	100.00	4.000	26.67					1	72.00	111000010401000010
PHYSI	1	32239	4A		M-W	5:00 PM	6:15 PM	LAC-D226	0.00	3.00		LBO	100.00	2.250	15.00					1	54.00	133500010401000010
PHYSI	1	33588	4S					LAC-L212	0.00	0.00		LBR	0.00	0.000	0.00					1	0.00	111000010401000010
Department Head		1230010401000010LIF									14.00	DHR		0.375	40.00						252.00	12300001000010
Regular Contract:														9.375	100.01						414.00	
Regular Contract-Paid Hourly Total:														7.500	50.00						162.00	
Employee Totals:														16.875	150.01						576.00	
Org Totals:														16.875	150.01						576.00	
Grand Totals:														16.875	150.01						576.00	

Do you want 14 hours to appear here under Release Time RT Hours?

The TU, % FTEF and Tot Hrs could remain the same and are accurate for a 16 week semester.

The instructor will work ACTUAL hours of 15.75 over 16 weeks.

MIS SUBMISSION PROCESS

There will be an additional submission.

When?

Reports: XB, XE, XF, CB

We will have a new term, Winter session. IITS will need to work with the CCCCO MIS group to make sure PS is prepared.

Question: Is the term identifier '1'?

REPORTS WITHIN PEOPLESOFT USED BY DEANS, AAA'S, AND DEPARTMENT HEADS

Crystal reports in PS

PROJECT TRACKING AND FIT GAP

As part of the Appendix, a Project Tasks and a Fit Gap will be included.

POSSIBLE IMPACTS TO OTHER AREAS

- Fiscal: New program code for Winter session expenses
- MIS code for winter session
- Equal Pay
- Cashiers Office
- A&R and Session Setup