OFFICE OF INSTRUCTION

Operational Calendar

2026–27 | Workflow-Clustered Working Draft

This document provides a comprehensive annual guide to the Office of Instruction's key operational activities, deadlines, responsibilities, and workflows. It is designed to support coordination, timely completion of tasks, clear accountability, and continuity across the academic year.

There are 6 workflows in this document:

(1) Course Schedule
(2) Faculty Evaluation:
- Fall Tenure Track
- Fall Adjunct
- Spring Tenured
- Spring Adjunct

(3) Program Review
(4) Reassigned Time
(5) Data/enrollment
(6) General Operations

June 2026–May 2027

Status note: items with a validation note are carried forward from the source but should not be treated as final until confirmed. Owners shown in this draft are based on roles explicitly stated or reasonably implied in the source; the Office should validate them.

How to use this section. Each month is organized by workflow rather than as one long chronological list. Within every workflow, activities remain in date order. Course-scheduling entries identify the academic term in the milestone text so parallel Summer, Fall, and Spring cycles remain distinct.

Process key

C	F	P	R	D	G
Course Schedule	Faculty Evaluation	Program Review	Reassigned Time	Data / Enrollment	General Operations

REDESIGNED WORKING CALENDAR

June 2026

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
June 1	**Summer Faculty-load Report (1)**	Enter NIAs two weeks before the term; run SYQMFTE and the districtwide part-time faculty load report. (2 weeks before school starts) Owner: Division Assistants; Deans
Mid-June	**Activate Spring 2027 term**	Activate the Spring 2027 scheduling term. Owner: Curriculum & Instructional Systems Specialist; ITS
June 17	**Begin Spring 2027 schedule entry**	Divisions begin Spring 2027 schedule input; source lists August 28 as the completion target. Owner: Divisions
June 28	**Dual Enrollment requests**	Submit Spring dual enrollment course requests to division deans. Owner: Dual Enrollment
June 29	**Summer census faculty-load Report (2)**	Summer census. Review NIA and SYQMFTE faculty-load reports. Owner: Deans

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
June 30	**Complete annual evaluation review**	VPI completes review of tenured and adjunct faculty evaluations. Owner: VPI
June 30	**Update Operational Calendar**	Office of Instruction Update Operational Calendar for the coming academic year Owner: VPI

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
June 1-4	**Fall enrollment—two-week review**	Review FTE tracking and identify cancellation, outreach, or section-adjustment actions. Owner: VPI; Deans
June 3-10	**Fall enrollment—one-week review**	Review FTE tracking and identify cancellation, outreach, or section-adjustment actions. Owner: VPI; Deans

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
Early June	**Summer term begins**	Summer school starts. Owner: College

July 2026

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
July 13	**Dual Enrollment Spring worksheet review**	Submit Spring course worksheets to the Curriculum & Instructional Systems Specialist for review and approval. Owner: Dual Enrollment
July 15	**Fall Faculty-load Report (1)**	Owner: Division Assistants
July 20	**Release approved Dual Enrollment worksheets**	Send approved Spring worksheets to division assistants. Owner: Curriculum & Instructional Systems Specialist

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
July 20	**Fall enrollment—four-week review**	Review FTE tracking, outreach/social media, and productivity/efficiency indicators. Owner: VPI; Deans; PRIE / Marketing
July 27	**Program completability review**	Review program completability results for the prior two years. Owner: VPI; Deans; PRIE

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
Mid-July	**Prepare fall tenure track evaluations**	Confirm evaluees and peer evaluators; notify participants before orientation. Owner: Deans
July 15	**Prepare adjunct evaluations**	Draft expected adjunct evaluation list and recruit evaluators for the academic year. Owner: Deans

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
July 1	**Position control and faculty rosters**	Receive Position Control Report; generate full-time and part-time faculty lists. Owner: VPAS and VPI (VPAS provides the report)

August 2026

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
August 1	**Fall Faculty-load Report (2)**	Division assistants generate NIA/SYQMFTE reports; deans review; VPI and deans reconcile issues. (Adjunct <0.67, full time up to 1.0). Timetable (before the start of school): 2 weeks out, 1 week out, and 1st day of class. Owner: Division Assistants; Deans; VPI
August 28	**Complete Spring 2027 entry and checks**	Complete Banner entry and error checks; send divisional schedules to faculty for review. Owner: Division Assistants; Deans

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
August 3-7	**Fall enrollment—two-week review**	Review FTE tracking and identify cancellation, outreach, or section-adjustment actions. Owner: VPI; Deans
August 10-14	**Fall enrollment—one-week review**	Review FTE tracking and identify cancellation, outreach, or section-adjustment actions. Owner: VPI; Deans
August 13-20	**Fall enrollment—first-day review**	Review FTE tracking and identify cancellation, or section-adjustment actions. Owner: VPI; Deans
August 17	**Fall enrollment—continue monitoring cancellation**	Review FTE tracking and identify cancellation, or section-adjustment actions. Owner: VPI; Deans
Mid-August	**Fall Special-population enrollment reports**	Review Middle College, Dual Enrollment, Promise Scholars, and Concurrent Enrollment. Owner: PRIE / Program Leads

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
August 14	**Faculty evaluation orientation**	Conduct Faculty Evaluation Orientation (EGC). Owner: Office of Instruction / EGC
August 27	**Tenure-track committee approval**	Submit tenure-track evaluation committees to Academic Senate. Owner: Deans

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
August 13–14	**Flex Days**	College Flex Days. Owner: College
August 17	**Fall classes begin**	Fall day and evening classes begin. Owner: College

September 2026

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
September 8	**Fall Census faculty-load report (3)**	Review Fall NIA/SYQMFTE load and complete faculty banking forms. Owner: Division Assistants; Deans; VPI
September 16	**Spring schedule 1st draft**	Send the 1st Spring 2027 schedule draft to divisions for review. Owner: Curriculum & Instructional Systems Specialist
September 25	**Spring schedule final draft**	Complete Spring schedule final draft in Banner. Communicate with Dean of Counseling and program staff the Spring final draft schedule Owner: Division Assistants; Deans. **VPI review**
September 28	**Fall Seniority List**	Submit Fall Seniority List to HR and VPI Owner: Deans

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
September 1	**Continue monitoring late start courses**	Review FTE tracking and identify cancellation, or section-adjustment actions. Owner: VPI; Deans
September 8	**Fall Census enrollment reporting**	Review FTE tracking plus Middle College, Dual Enrollment, Promise Scholars, and Concurrent Enrollment reports. Owner: PRIE; VPI; Deans
September 16	**Student-progress and retention analysis**	Provide ADT English/math first-year progress and subsequent-enrollment reporting; assess strategy effectiveness. Owner: PRIE
September 23	**Bottleneck Course Analysis**	Evaluate 5 years of data to determine high success/high impact; low success/low impact; high success /low impact; low success/high impact courses. Owner: PRIE

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
September 7	**Fall initial evaluation meetings**	Complete initial meetings for tenure track and adjunct evaluations. Owner: Evaluation Committees / Deans
September (ongoing)	**Student surveys**	Electronic questionnaires are available to students through WebSMART during Weeks 5–10 (September 14 – October 19). Owner: Division Office / Evaluation Committees

September (ongoing)	**Fall classroom observations**	Evaluator conducts classroom observation during Weeks 5–12 (September 14 – November 2). Owner: Evaluation Committees / Deans

P	Program Review Workflow	
Date / window	**Milestone**	**Action and accountable roles**
September—division meeting	**Program Review launch**	Discuss Program Review expectations and timeline in division meetings. Owner: Deans

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
September 8	**Fall census**	Fall census day. Owner: College

October 2026

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
October 1	**Allocate FTEF for 2027-2028 planning**	Allocate FTEF for 2027-2028. Owner: VPI
October 2	**Summer FTEF allocation**	Summer schedule FTEF allocation shared. Owner: VPI
October 3	**Summer schedule development**	Analyze prior offerings; gather faculty availability; coordinate dual enrollment; review load. Owner: Deans; Divisions; Dual Enrollment
October 4	**Summer schedule dual enrollment**	Owner: Division Assistants
October 1	**Publish Spring 2027 schedule**	Post Spring schedule in WebSchedule; provide faculty and multimodal-section lists to ASLT. Owner: ITS; Curriculum & Instructional Systems Specialist
October 30	**Spring final-exam schedule**	Complete Spring final-exam schedule. Owner: Curriculum & Instructional Systems Specialist / Scheduling

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
October	**Transfer Milestone AB705 Report**	Provide report. Owner: PRIE

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
October (ongoing)	**Fall classroom observations**	Evaluator conducts classroom observation during Weeks 5–12 (September 14 – November 2). Owner: Evaluation Committees / Deans
October 19	**Fall student surveys**	Complete tenure-track and adjunct student surveys within the contractual window, Weeks 5 – 10. Owner: Division Office / Evaluation Committees
October 30	**Fall portfolios and self-assessments**	Complete tenure-track and adjunct portfolios and mandatory self-assessments. Owner: Evaluees

P	Program Review Workflow	
Date / window	**Milestone**	**Action and accountable roles**
October 16	**Program Review submission**	Submit Comprehensive Program Review or Annual Update, goals, and resource requests in Nuventive. Owner: Programs
October 30	**Supervisor feedback**	Deans and VPs provide feedback on submitted program reviews. Owner: Deans; VPs

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
October 7	**Flex Day**	College Flex Day. Owner: College

November 2026

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
November 1	**Summer schedule activate**	Owner: Curriculum & Instructional Systems Specialist
November 1	**Summer schedule entry**	Owner: Division Assistants
November 1	**Fall FETF allocation**	Fall schedule FTEF allocation shared. Owner: VPI
November 1	**Fall schedule development**	Analyze prior offerings history; gather faculty availability and preferences; meet with department leads; coordinate pathways and dual enrollment; draft assignments. Owner: VPI; Deans; Division Assistants; Dual Enrollment
November (ongoing)	**Fall schedule dual enrollment**	Owner: Division Assistants
November (ongoing)	**Fall schedule: faculty availability and preference form**	Owner: Deans
November (ongoing)	**Fall schedule: Meeting with department lead**	Owner: Deans
November (ongoing)	**Fall schedule: Draft full-time assignment, reassigned time, banking, overload**	Owner: Deans and Division Assistants, Payroll
November (ongoing)	**Fall schedule: Counselors and program staff's feedback**	Owner: Deans and VPI
November (ongoing)	**Fall schedule: Interdepartmental collaboration on course offering and scheduling**	Owner: Deans
November 1	**Spring registration begins**	Spring registration begins. Owner: College

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
November 2	**Fall classroom observations**	Complete tenure track and adjunct classroom observations within the evaluation window. Owner: Evaluation Committees / Deans
November 13	**Fall dean assessments**	Complete dean assessments for tenure-track and adjunct evaluations. Owner: Deans

P	Program Review Workflow	
Date / window	**Milestone**	**Action and accountable roles**
November 6	**Final Program Review resubmission**	Incorporate supervisor feedback and submit final Program Review/Annual Plan in Nuventive. Owner: Programs
November 18	**Position proposal presentations**	PBC hosts position proposal presentations. Owner: PBC

R	Reassigned Time Workflow	
Date / window	**Milestone**	**Action and accountable roles**
November 14 / 17	**Faculty reassigned-time applications**	Faculty submit final online application, then route to dean/VP for review and signature. Owner: Faculty; Deans; VPs
November 24	**Dean/VP reassigned-time review**	Submit signed recommendations to the Office of Instruction. Owner: Deans; VPs

December 2026

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
December 15	**Spring faculty-load entry (1)**	Division assistants enter NIA. Owner: Division Assistants
December 15	**Summer schedule 1st draft**	Complete the 1st Summer schedule draft in Banner. Owner: Division Assistants; Deans / VPI review the 1st summer draft
December 1	**Fall schedule activates**	Owner: Curriculum & Instructional Systems Specialist
December 15	**Fall schedule entry**	Owner: Division Assistants
December 20	**Spring faculty-load Report (1)**	Generate and review NIA/SYQMFTE reports; VPI and deans resolve issues before Spring. (4 weeks before school starts). Owner: Division Assistants; Deans; VPI

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
December 9	**Mini-mester and transfer milestone reports**	Provide Mini-mester Evaluation and Transfer Milestone reports. Owner: PRIE
December 15	**Spring enrollment checkpoints**	Begin four-week, two-week, one-week, and first-day FTE tracking. Owner: VPI; Deans; PRIE
December 22 onward	**Spring enrollment checkpoints**	Begin four-week, two-week, one-week, and first-day FTE tracking. Owner: VPI; Deans; PRIE

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
December 5–6	**Prepare Spring evaluations**	Confirm tenured and adjunct evaluees and recruit/approve peer evaluators. Owner: Deans; Academic Senate
December 7	**Fall final evaluation meetings**	Complete final meetings for tenure-track and adjunct evaluations. Owner: Evaluation Committees
December 11	**Submit fall evaluation summaries**	Submit signed tenure track and adjunct evaluation summaries to Office of Instruction. Owner: Evaluation Committees; Deans

P	Program Review Workflow	
Date / window	**Milestone**	**Action and accountable roles**
Early December	**Prioritize position requests**	Academic Senate prioritizes Program Review position requests and recommends to President. Owner: Academic Senate

R	Reassigned Time Workflow	
Date / window	**Milestone**	**Action and accountable roles**
December 4	**IPC reassigned-time review**	IPC reviews applications, provides feedback, and votes on recommendations. Owner: IPC
December 8	**Leadership feedback on reassignments**	VPI and deans provide feedback on applications. Owner: VPI; Deans
December 12	**Reassigned-time decision**	VPI announces decisions after IPC and dean feedback. Owner: VPI

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
December 13–19	**Final exams**	Fall final examinations. Owner: College

January 2027

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
January 5	**Spring Faculty-load Report (2)**	Review Spring NIA/SYQMFTE load and complete faculty banking forms. (2 weeks before school starts) Owner: Division Assistants; Deans; VPI
January 15	**Summer schedule final draft**	Submit Summer Final schedule Owner: Divisions
January 25	**Fall schedule 1st draft**	Owner: Division Assistants
January 29	**Dual Enrollment Fall worksheet review**	Submit Fall course worksheets for review. Owner: Dual Enrollment

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
January 4	**Spring enrollment—two-week review**	Review FTE tracking and identify cancellation, outreach, or section-adjustment actions. Owner: VPI; Deans
January 5-11	**Spring enrollment—one-week review**	Review FTE tracking and identify cancellation, outreach, or section-adjustment actions. Owner: VPI; Deans
January 12-18	**Spring enrollment—first-day review**	Review FTE tracking and identify cancellation, or section-adjustment actions. Owner: VPI; Deans
January 15-21	**Spring enrollment—continue monitoring cancellation**	Review FTE tracking and identify cancellation, or section-adjustment actions. Owner: VPI; Deans
January 6	**Mini-mester and transfer milestone reports**	Provide Mini-mester Evaluation and Transfer Milestone reports. Owner: PRIE

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
January 12	**Spring evaluation orientation**	Conduct orientation for tenured and adjunct evaluations. Owner: Office of Instruction; EGC
January 28	**Tenured committee approval**	Submit tenured faculty evaluation committees at the first Academic Senate meeting. Owner: Deans; Academic Senate

January 30	**Tenure Track Faculty Advancement**	Provide the list of tenure track faculty who are recommended for advancement to HR. Owner: VPI Office

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
January 14–15	**Flex Days**	College Flex Days. Owner: College
January 19	**Spring classes begin**	Spring day and evening classes begin. Owner: College

February 2027

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
February 8	**Spring Census faculty-load report (3)**	Review Spring NIA/SYQMFTE load and complete faculty banking forms. Owner: Division Assistants; Deans; VPI
February 28	**Fall schedule final draft**	Complete Fall schedule final draft in Banner. Communicate with Dean of Counseling and program staff the Fall final draft schedule Owner: Division Assistants; Deans / **VPI review**
February 20	**Spring Seniority List**	Submit Spring Seniority List to HR and VPI. Owner: Deans

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
February 8	**Spring initial evaluation meetings**	Complete initial meetings for tenured and adjunct evaluations. Owner: Evaluation Committees
February (ongoing)	**Student surveys**	Electronic questionnaires are available to students through WebSMART during Weeks 5–10 (February 15 – March 22). Owner: Division Office / Evaluation Committees
February (ongoing)	**Spring classroom observations**	Evaluator conducts classroom observation during Weeks 5–12 (February 15 – April 12). Owner: Evaluation Committees / Deans

P	Program Review Workflow	
Date / window	**Milestone**	**Action and accountable roles**
February 7 / March 7	**Prioritize non-personnel requests**	Divisions prioritize Program Review non-personnel resource requests. Owner: Deans

R	Reassigned Time Workflow	
Date / window	**Milestone**	**Action and accountable roles**
February—monthly	**Recommend reassigned-time assignees**	IPC faculty co-chair/program and Academic Senate committees recommend assignees/coordinators to deans and VPI. Owner: IPC; Academic Senate; Deans

February 20	**Consult deans before final decision**	VPI informs deans before reassigned-time selections are finalized. Owner: VPI

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
February 8	**Census Day**	Owner: College
February 14–15	**Flex Days**	College Flex Days. Owner: College

March 2027

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
March: Summer Schedule Publication; Fall Schedule Completed		
March 8	**Summer schedule publication**	Summer schedule posts in Webschedule. Owner: Division Assistants; Curriculum & Instructional Systems Specialist; ITS
March 15	**Fall schedule completed**	Complete final Fall class schedule. Owner: Curriculum & Instructional Systems Specialist; Divisions / VPI Reviews

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
March (ongoing)	**Spring classroom observations**	Evaluator conducts classroom observation during Weeks 5–12 (February 15 – April 12). Owner: Evaluation Committees; Deans
March 22	**Spring student surveys**	Complete tenured and adjunct student surveys within the contractual window. Owner: Division Office; Evaluation Committees

P	Program Review Workflow	
Date / window	**Milestone**	**Action and accountable roles**
March 7	**Prioritize non-personnel requests**	Divisions reports the prioritization of Program Review non-personnel requests to PBC. Owner: Divisions

R	Reassigned Time Workflow	
Date / window	**Milestone**	**Action and accountable roles**
March 2	**Finalize reassigned-time selections**	VPI announces selections to deans, division assistants, and VPAS. Owner: VPI
March 9	**Provide account numbers**	VPAS provides account numbers to deans and division assistants. Owner: VPAS
March 13	**Submit reassigned-time PAFs**	Division assistants submit PAFs with dean approval. Owner: Division Assistants; Deans
March 20	**Senate/AFT reassignment notice**	Academic Senate and AFT communicate their reassignments to deans and VPI if they are available.

		Owner: Academic Senate; AFT

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
March 28–April 3	**Spring Break**	College Spring Break. Owner: College

April 2027

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
April: Summer registration; Fall publication; Spring planning		
April 1	**Summer registration**	Open Summer registration
April 1	**Fall schedule Publication**	Post Fall schedule in WebSchedule. Owner: ITS / Office of Instruction
April 15	**Spring FTEF allocation**	Spring schedule FTEF allocation shared. Owner: VPI

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
April 9	**Portfolios and self-assessments**	Complete portfolios and mandatory self-assessments. Owner: Evaluation Committees / Deans
April 12	**Spring classroom observations**	Complete classroom observations. Owner: Evaluation Committees / Deans
April 23	**Spring dean assessments**	Complete tenured and adjunct dean assessments. Owner: Deans

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
April 9	**Summer priority registration**	Summer priority registration begins. Owner: College
April 13	**Flex Day**	College Flex Day. Owner: College
April 16	**Summer open registration**	Open Summer registration for all students. Owner: College

May 2027

C	Course Schedule Workflow	
Date / window	**Milestone**	**Action and accountable roles**
May: Spring Planning and Summer faculty-load		
May 1	**Spring schedule development**	Analyze prior offerings history; gather faculty availability and preferences; meet with department leads; coordinate pathways and dual enrollment; draft assignments. Owner: VPI; Deans; Division Assistants; Dual Enrollment
May (ongoing)	**Spring schedule dual enrollment**	Owner: Division Assistants
May (ongoing)	**Spring schedule: faculty availability and preference form**	Send faculty assignment-preference forms for Spring schedule. Owner: Deans
May (ongoing)	**Spring schedule: Meeting with department lead**	Owner: Deans
May (ongoing)	**Spring schedule: Draft full-time assignment, reassigned time, banking, overload**	Owner Deans and Division Assistants, Payroll
May (ongoing)	**Spring schedule: Counselors and program staff's feedback**	Owner Deans and VPI
May (ongoing)	**Spring schedule: Interdepartmental collaboration on course offering and scheduling**	Owner Deans
May 18	**Summer faculty-load review**	Generate/review NIA and SYQMFTE reports; VPI and deans resolve load issues. (3 weeks before summer starts). Owner: Division Assistants; Deans; VPI
May 20	**Spring preference forms due**	Faculty preference forms due to dean's office. Owner: Faculty; Deans

F	Faculty Evaluation Workflow	
Date / window	**Milestone**	**Action and accountable roles**
May 1	**Prepare fall tenure-track evaluations**	Submit evaluees and peer evaluators to Academic Senate. Owner: Deans / Academic Senate
May 15	**Prepare fall adjunct evaluations**	Draft expected adjunct evaluation list and recruit evaluators. Owner: Deans

May 17	**Spring final evaluation meetings**	Complete final meetings for tenured and adjunct evaluations. Owner: Division Evaluation Committees
May 21	**Submit Spring summaries**	Submit signed spring evaluation summaries to Office of Instruction. Owner: Evaluation Committees / Deans

P	Program Review Workflow	
Date / window	**Milestone**	**Action and accountable roles**
May 15	**Authorize approved resource requests**	Notify programs of approvals and authorize purchases beginning July 1. Owner: VPAS / Business Office

D	Data / Enrollment Workflow	
Date / window	**Milestone**	**Action and accountable roles**
May 21-24	**Fall enrollment—two-week review**	Review FTE tracking and identify cancellation, outreach, or section-adjustment actions. Owner: VPI; Deans

G	General Operations Workflow	
Date / window	**Milestone**	**Action and accountable roles**
May 1 / 15	**Fall registration**	Priority and open registration for Fall. Owner: College
May 20–26	**Final exams**	Spring final examinations. Owner: College

Annual maintenance checklist

May–June: annual rollover

- Name the calendar steward and confirm process owner.
- Replace all dates using official source documents; record source links and “last verified” date.
- Resolve all tentative items and weekday/date conflicts.
- Update the separate role-to-person roster.
- Archive the prior-year calendar as read-only.

Monthly: 30-day look-ahead

- Review milestones due in the next 30–45 days.
- Confirm owner, dependencies, and deliverables.
- Flag at-risk work and document decisions.
- Communicate changes through one agreed channel.

After each major cycle

- Capture what changed, why it changed, and who approved it.
- Update the process guide—not only the calendar row.
- Record completion evidence and archive final outputs in the agreed location.

Notes:

Adopt this as a working draft, not yet as the official calendar. First complete a focused validation meeting with the calendar steward, VPI, deans, Curriculum & Instructional Systems Specialist, PRIE, evaluation lead, Program Review lead, reassigned-time/IPC lead, and division assistants. Once the flagged dates and ownership questions are resolved, transfer the final rows into a shared system that supports reminders, status, links, and an audit trail.