

## **Annual Planning Cycle (APC) Critical Tasks and Dates 2023/2024**

Category	Activity	Fall 2023	Winter 2024	Spring 2024	Responsibility
Curriculum	Annual Enrolment Plan Due	30-Jan-23	30-Jan-23	<b>30-Jan-23</b>	Budget Managers
Curriculum	POS roll for the 2024/2025 academic year/term codes setup	1-Mar-23	1-Mar-23	<b>1-Mar-23</b>	CO, Records & Convocation Coordinator
Curriculum	Major Program Change forms for 2024/25 Intake Due:	23-Jun-23	23-Jun-23	<b>23-Jun-23</b>	CO, Chair, Quality Office
Curriculum	Sessions confirmed/established Issued:	19-Jan-23	8-Jun-23	<b>14-Jul-23</b>	CO
Curriculum	Sessions confirmed/established Due:	26-Jan-23	8-Jun-23	<b>31-Jul-23</b>	Records & Convocation Coordinator
Curriculum	Delivery Data Issued to Programs/Schools	24-Feb-23	29-May-23	<b>8-Nov-23</b>	CO, DC, Liaison
Curriculum	Delivery Data Due Back from Programs/Schools	17-Mar-23	16-Jun-23	<b>1-Dec-23</b>	CO, Chair, Program Coordinators
Curriculum	Program sectioning/Cohort Enrollment Targets Established (including off-cycle programs)	24-Mar-23	23-Sep-23	<b>8-Dec-23</b>	CO
Curriculum	GEEL Offerings Data Collection Template Issued to GAS/IPD Chair	5-Apr-23	14-Aug-23	<b>11-Dec-23</b>	CO
Curriculum	DCC/SPO/Program provided TT's: Data entered and verified for TT Database Prep	10-Apr-23	14-Aug-23	<b>19-Jan-24</b>	CO
Curriculum	GEEL Offerings Data Collection Template Due Back	17-Apr-23	24-Aug-23	<b>18-Dec-23</b>	GAS/IPD Chair
Curriculum	Post day 10 Review (Review previous sem Day 10 enrollment against projected enrollment for next semester)	19-May-23	27-Sep-23	<b>23-Jan-24</b>	Co, Chair
Curriculum	<b>Curriculum process complete with Schools</b>	<b>21-Apr-23</b>	<b>25-Aug-23</b>	<b>23-Jan-24</b>	<b>CO, Chair</b>
Workloading	Start of workload planning (FT and contract) Post-Rollover Addendums begin	24-Apr-23	28-Aug-23	<b>24-Jan-24</b>	AWSS, Chair

<b>Workloading</b>	Partial Load Registry	3-May-23	3-Nov-23	<b>9-Feb-24</b>	HR
<b>Workloading</b>	Annual restriction approved by Chair / semester updates	19-May-23	15-Sep-23	<b>9-Feb-24</b>	AWSS, Chair
<b>Workloading</b>	Final SWFs & MWA's due to Faculty & HR * Six weeks prior to start of semester, excluding weekends, vacation, holidays and closures (Including off cycle programs)	11-May-23	14-Nov-23	<b>22-Mar-24</b>	AWSS, Chair
<b>Workloading</b>	<b>Instructor Assignment Entries Complete (including off-cycle programs and TBA's)</b>	<b>19-May-23</b>	<b>17-Oct-23</b>	<b>14-Feb-24</b>	<b>AWSS</b>
<b>Workloading</b>	Day 10 - Probationary Faculty	19-Sep-23	22-Jan-24	<b>21-May-24</b>	AWSS
<b>Workloading</b>	Day 10 - OT Reporting - Submitted to Payroll (HR Data Suite Clean-up)	17-Oct-23	19-Feb-24	<b>17-Jun-24</b>	AWSS
<b>Workloading</b>	Audit Reporting - Submitted to Payroll	6-Nov-23	5-Mar-24	<b>2-Jul-24</b>	AWSS
<b>Timetabling</b>	Start of timetable processes (creation of database shell)	10-Apr-23	14-Aug-23	<b>4-Jan-23</b>	Timetabling
<b>Timetabling</b>	Release of database shell to timetablers for prep and cleanup prior to curriculum download	17-Apr-23	21-Aug-23	<b>18-Jan-24</b>	Timetabling
<b>Timetabling</b>	Encampus data transfer - Curriculum (including off-cycle program)	24-Apr-23	9-Aug-23	<b>25-Jan-24</b>	Timetabling
<b>Timetabling</b>	Annual restriction approved by Chair / semester updates	19-May-23	15-Sep-23	<b>19-Jan-24</b>	AWSS, Chair
<b>Timetabling</b>	Encampus data transfer - Instructor Assignment Final (including off-cycle programs)	23-May-23	18-Oct-23	<b>15-Feb-24</b>	Timetabling
<b>Timetabling</b>	AWSS Review of staffing to ensure on TT Addendum pre scheduling, 1-2 Wk prior to verification (TT'ers will email reports)	Jun 12-13	8-Nov	<b>29-Feb-24</b>	AWSS, Timetabling
<b>Timetabling</b>	TT Verification (including off-cycle programs)	Jun 22-23	Nov 24-27	<b>Mar 11-12noon</b>	AWSS, Chair, Timetabling
<b>Timetabling</b>	Remove any staffing that should not upload to Evolve & create TBA if needed	23-Jun-23	27-Nov-23	<b>12-Mar-24 noon</b>	AWSS, Chair

<b>Timetabling</b>	Post Verification Changes in consultation with Schedulers (Chairs need to be available)	Jun 26-27	28-Nov	<b>Mar 12 noon-13</b>	Chair, Timetabling
<b>Timetabling</b>	Faculty Timetables available in Evolve (including off-cycle programs)	4-Jul-23	30-Nov-23	<b>March 14-15</b>	Timetabling
<b>Timetabling</b>	TT Handover to RO Week of	17-Jul-23	23-Nov-13	<b>25-Mar-24</b>	Timetabling
<b>Timetabling</b>	Timetable planning process complete	17-Jul-23	13-Nov-23	<b>25-Mar-24</b>	Timetabling
	Student Fees Due Domestic:	4-Aug-23	8-Dec-23		RO
	Student Fees Due International:				RO

<b>Holidays</b>	<b>2023</b>	<b>2024</b>
Family Day	Mon Feb 20	Mon Feb 19
Easter	Fri Apr 7	Fri Mar 29
Victoria Day	Mon May 22	Mon May 20
Canada Day	Sat Jul 1	Mon Jul 1
	(Mon Jul 3)	
Civic Holiday	Mon Aug 7	Mon Aug 5
Labour Day	Mon Sep 4	Mon Sep 2
Thanksgiving	Mon Oc 9	Mon Oct 14