

Annual Planning Cycle (APC) Critical Tasks and Dates 2024/2025 Description List

Category	Activity	Fall 2024 1249	Winter 2025 1251	Spring 2025 1255	Responsibility
Curriculum	Annual Enrolment Plan Due	02-Feb-24	02-Feb-24	02-Feb-24	Budget Managers
Curriculum	Curriculum Verification sent to schools:	06-May-24	06-May-24	06-May-24	CO Chair Quality Office
Curriculum	Curriculum Verification Returned to Curriculum Officers:	21-Jun-24	21-Jun-24	21-Jun-24	CO Chair Quality Office
Curriculum	Sessions confirmed/established Issued:	19-Jan-24	22-Apr-24	12-Aug-24	CO
Curriculum	Sessions confirmed/established Due :	26-Jan-24	03-May-24	23-Aug-24	Records & Convocation Coordinator
Curriculum	Program of Study roll for the 2025/2026 academic year/term codes setup	01-Mar-24	01-Mar-24	01-Mar-24	CO Records & Convocation Coordinator
Curriculum	Delivery Data Issued to Programs/Schools	23-Feb-24	07-Jun-24	27-Sep-24	CO DC Liaison
Curriculum	Delivery Data Due Back from Programs/Schools (Last day to submit minor curriculum change forms) . This includes submitting course details for any new courses.	08-Mar-24	05-Jul-24	25-Oct-24	CO Chair Program Coordinators
Curriculum	Program sectioning/Cohort Enrollment Targets Completed (including off-cycle programs)	08-Mar-24	12-Jul-24	01-Nov-24	CO Chair

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Curriculum	General Education Elective Offerings Data Collection Template Issued	11-Mar-24	15-Jul-24	11-Nov-24	CO
Curriculum	General Education Elective Offerings Data Collection Template Due Back	18-Mar-24	22-Jul-24	18-Nov-24	GAS/IP Chair/ GNED Coordinator
Curriculum	Carryover entries under DCC/SPO sessions and program provided schedules: Data entered and verified for Timetable Database Prep	04-Apr-24	01-Aug-24	20-Nov-24	CO
Curriculum	Curriculum process complete with Schools	09-Apr-24	09-Aug-24	26-Nov-24	CO Chair
Curriculum	Post day 10 Review	21-May-24	17-Sep-24	20-Jan-25	CO Chair
Workloading	Start of workload planning (full-time and contract)- Instructor Assignment Roll. Post-Rollover Addendums begin for Curriculum Changes	10-Apr-2024	12-Aug-24	#####	AWSS Chair Data Specialist
Workloading	Partial Load Registry	01-May-24	30-Oct-24	31-Jan-25	Human Resources
Workloading	Annual restriction approved by Chair / Semester updates	29-Apr-24	30-Aug-24	13-Dec-24	AWSS Chair
Workloading	Final SWFs & MWA's due to Faculty & HR	10-May-24	14-Oct-24	12-Feb-25	AWSS Chair
Workloading	Final Contracts	19-Aug-24	09-Dec-24	21-Apr-24	AWSS Chair
Workloading	Instructor Assignment Entries Complete (including off-cycle programs and TBA's entered after IA Download)	13-May-24	20-Sep-24	07-Jan-25	AWSS
Workloading	Contract Data	Based on Payroll Deadlines	Based on Payroll Deadlines	Based on Payroll Deadlines	AWSS Chair
Workloading	Day 10 - Probationary Faculty	17-Sep-24	20-Jan-25	20-May-25	AWSS
Workloading	Day 10 - OT Reporting - Submitted to Payroll (HR Data Suite Clean-up)	11-Oct-24	14-Feb-25	13-Jun-25	AWSS

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Workloading	SWF Audit dates	01-Nov-24	01-Mar-25	01-Jul-25	AWSS
Workloading	Audit Reporting - Submitted to Payroll	05-Nov-24	04-Mar-25	08-Jul-25	AWSS
Timetabling	Annual restriction approved by Chair and submitted to Restriction folder	06-May-24	09-Sep-24	20-Dec-24	AWSS Chair
Timetabling	Data transfer - Instructor Assignment Final (including off-cycle programs) Addendums start for Instructor changes	14-May-24	23-Sep-24	08-Jan-25	Timetabling
Timetabling	Timetable Committed in Preparation for Review - No new information is factored into the process over this timeframe until post verification changes	Jun 12-13	Oct 15-16	Feb 11-12	Timetabling Chair
Timetabling	Timetable Verification (including off-cycle programs)	Jun 20-21/24	Oct 23-24	Feb 20-21	AWSS Chair Timetabling
Timetabling	Remove any staffing that should not upload to Evolve & create TBA if needed	24-Jun-24	24-Oct-24	21-Feb-25	AWSS Chair
Timetabling	Post Verification Changes in consultation with TT (chairs need to be readily available)	Jun 25-28	Oct 25/28-29	Feb 24-26	Chair Timetabling
Timetabling	Faculty Timetables available in Evolve (including off-cycle programs)	03-Jul-24	31-Oct-24	28-Feb-25	Timetabling IT
Timetabling	LMS Copy/Verification	03-Jul-24	31-Oct-24	28-Feb-25	Timetabling
Timetabling	TT Handover to RO Week of	15-Jul-24	11-Nov-24	10-Mar-25	Timetabling

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Timetabling	Daily Enrolment Report is started	19-Jul-24	15-Nov-24	14-Mar-25	Timetabling Chair
Timetabling	Timetable planning process complete	19-Jul-24	15-Nov-24	14-Mar-25	Timetabling
	Student Fees Due Domestic:				RO
	Student Fees Due International:				RO
		2024		2025	
	Family Day	Mon Feb 19		Mon Feb 17	
	Easter	Fri Mar 29		Fri April 18	
	Victoria Day	Mon May 20		Mon May 19	
	Canada Day	Mon Jul 1		Tues Jul 1	
	Civic Holiday	Mon Aug 5		Mon Aug 4	
	Labour Day	Mon Sep 2		Mon Sep 1	
	Thanksgiving	Mon Oct 14		Mon Oct 13	
	College Closure (TBC)	Mon Dec 25 - Mon Jan1		Wed Dec 24- Thurs Jan 1	
	March Break for KPRDSB	March 8-15			