

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

Category	Activity	Fall 2024 1249	Winter 2025 1251	Spring 2025 1255	Responsibility	Process Summary	Additional Notes, Links
Curriculum	Annual Enrolment Plan Due	2-Feb-24	2-Feb-24	2-Feb-24	Budget Managers	Enrollment document developed by the college in collaboration with college budget development process for new fiscal/academic year. This enrollment plan data becomes the Audit Target number used by COs within each term of the fiscal.	Enrollment Plan Nav: Fleming Dashboard > 03. Enrollment > 24-25 EnrolPlan (Preliminary). Audit Target Nav: Evolve FC_ADM_CAPACITY
Curriculum	Curriculum Verification sent to schools:	6-May-24	6-May-24	6-May-24	CO Chair Quality Office	Extends the existing Program of Studies currently in the system out a full academic year/offering. Entire intakes/cohorts are rolled by intake year (ex 1259/1261/1265 intake cohorts). Term Code Setup: Completed by RO (at least 5 yrs. ahead to allow entire roll of 8 semester programs) POS Roll: Data Specialist	Evolve Nav: MAPS - Program of Study > Program of Study Roll.
Curriculum	Curriculum Verification Returned to Curriculum Officers:	21-Jun-24	21-Jun-24	21-Jun-24	CO Chair Quality Office	<b>This process is currently under review</b>	
Curriculum	Sessions confirmed/established Issued:	19-Jan-24	22-Apr-24	12-Aug-24	CO	Session code/date spreadsheet developed by COs and sent to RO for implementation/setup. Session Table Setup: Completed by RO Sessions determined by starting with prior term, i.e.. 1235 sessions and dates and realigning to calendar weeks/dates for the new term, i.e. .1245 (comprehensive look at 1239, 1241 new sessions, and building new 1245 sessions based on curriculum changes as well).	OneDrive > Curriculum Team > Term > Session Excel Spreadsheet
Curriculum	Sessions confirmed/established Due :	26-Jan-24	3-May-24	23-Aug-24	Records & Convocation Coordinator	Session code/date spreadsheet developed by COs and sent to RO for implementation/setup. Session Table Setup: Completed by RO Sessions determined by starting with prior term, i.e.. 1235 sessions and dates and realigning to calendar weeks/dates for the new term, i.e. .1245 (comprehensive look at 1239, 1241 new sessions, and building new 1245 sessions based on curriculum changes as well).	OneDrive > Curriculum Team > Term > Session Excel Spreadsheet
Curriculum	Program of Study roll for the 2025/2026 academic year/term codes setup	1-Mar-24	1-Mar-24	1-Mar-24	CO Records & Convocation Coordinator	The Records & Convocation Coordinator sets up at least the next 5 years of terms in the Term Table (RO-owned table). Once completed, Program of Study is rolled to the next academic year, by intake, including upper semesters with each intake/cohort. PT and FT programs included. Report is done in Report Mode to determine any issues prior to the actual roll. <b>All POS integrity queries should run with no results prior to the roll.</b>	MAPS - Academic Planning > MAPS Program of Study > Program of Study Roll. (Integrity queries: MAPS - Academic Planning > MAPS Program of Study > Data Integrity Reports)
Curriculum	Delivery Data Issued to Programs/Schools	23-Feb-24	7-Jun-24	24-Oct-23	CO DC Liaison	Each program level and service course running within the term reviews the delivery information to ensure each course within the level runs according to specification. <b>This includes new courses.</b>	Program Delivery Review documents are developed using this query nav: FC_PROGVERIFICATION_REV as the starting point. Service course review documents also use FC_PROGVERIFICATION_BIP for this development stage. Files housed in OneDrive > Curriculum Team > Term > School and Program Folders > Program Delivery Review Excel spreadsheets
Curriculum	Delivery Data Due Back from Programs/Schools (Last day to submit minor curriculum change forms) . <b>This includes submitting course details for any new courses.</b>	8-Mar-24	5-Jul-24	8-Nov-24	CO Chair Program Coordinators	Delivery review is a comprehensive review of all delivery details at the course and program level. Service courses and off-cycle course offerings are also included in the delivery review. Enrollment/sectioning is NOT done via Delivery Review (see Program Sectioning). <b>This includes new courses.</b>	Files housed in OneDrive > Curriculum Team > Term > School and Program Folders > Program Delivery Review excel spreadsheets

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Curriculum	Program sectioning/Cohort Enrollment Targets Completed (including off-cycle programs)	8-Mar-24	12-Jul-24	25-Nov-24	CO Chair	Enrollment levels are estimated based on planning numbers from the flowthrough term, i.e.. 1241 into 1245, new intake apps are typically planned as full sections until more concrete information becomes available. Ghosted sections may be created at this stage in the planning as well. Numbers determined by the Chairs in consultation with the COs (datasets considered when determining 'scheduling targets' and ghosted sections include 'Cap', 'Audit Target' (from Enroll Plan), previous year enrollment, and any environmental/political factors influencing enrollment. The determined 'Schedule Target' for each program and level, including any ghosted sections, is what COs actually build for in Course Loading.	Admissions Capacities Table Nav: FC_ADM_CAPACITY, Program of Study, Course Loading.
Curriculum	General Education Elective Offerings Data Collection Template Issued	11-Mar-24	15-Jul-24	25-Nov-24	CO	General education elective offerings spreadsheet drafted and sent to GAS/IPD Chair. Courses offered are determined by Chair in consultation with COs. GEEL Spreadsheet drafted by Curriculum Data Specialist.	OneDrive > Curriculum Team > Term > GEEL Offerings Excel Spreadsheet
Curriculum	General Education Elective Offerings Data Collection Template Due Back	18-Mar-24	22-Jul-24	2-Dec-24	GAS/IP Chair/ GNED Coordinator	Once GEEL offerings are confirmed by student block, data is configured into Program of Study and Course Loading.	OneDrive > Curriculum Team > Term > GEEL Offerings Excel Spreadsheet
Curriculum	Carryover entries under DCC/SPO sessions and program provided schedules: Data entered and verified for Timetable Database Prep	4-Apr-24	1-Aug-24	4-Dec-24	CO	Course information that will carry over into the next term, including dual credit information, is made available to schedule in advance of the curriculum data pull (see lines 16 & 27). Also included during this stage is any program-provided schedule/information (set timetables by academic schools by program, i.e.. ACM)	Program provides schedules to the CO per term. Course/component/delivery and attributes are confirmed and then passed over to Timetablers working files for each term. OneDrive > Timetabling Team > Term/Working Files
Curriculum	Curriculum process complete with Schools	9-Apr-24	20-Sep-24	20-Jan-25	CO Chair	Ideally this would be the end of any/all change for any given term. Enrollment and late program/courses changes do continue with great change even after this point. <b>Addendum entries begin after this date with double/triple entries beyond this point.</b>	
Curriculum	Post day 10 Review	21-May-24	17-Sep-24	20-Jan-25	CO Chair	Is a review of Day 10 enrollment actuals against anticipated enrollment planning numbers for the flowthrough semester, i.e.. 1241 PLM1 moving into 1245 PLM2.	Data Sources: Student Program Inquiry Nav: Records and Enrollment > Enrollment Summaries > Student Program Inquiry. Fleming Dashboard 01. Applications for Student Status Reports.
Workloading	Start of workload planning (full-time and contract)- Instructor Assignment Roll. Post-Rollover Addendums begin for Curriculum Changes	10-Apr-2024	24-Sep-24	20-Jan-2025	AWSS Chair Data Specialist	The Instructor Assignment Roll occurs immediately after curriculum download to scheduling software. It brings last year's workload data, where the cleanup process begins to prepare for the new semester. (Roll= Fall to fall, winter to winter, spring to spring)	
Workloading	Partial Load Registry	1-May-24	30-Oct-24	31-Jan-25	Human Resources		

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Workloading	Annual restriction approved by Chair / Semester updates	29-Apr-24	1-Oct-24	20-Jan-25	AWSS Chair	Email sent to employees to have restriction back by due date, chair to approve, send them to TEAMS folder	Microsoft Teams -> Faculty Restrictions -> General: for TT to Process
Workloading	Instructor Assignment Entries Complete (including off-cycle programs and TBA's entered after IA Download)	13-May-24	07-Oct-24	4-Feb-25	AWSS	As per the Collective Agreement, 11.01 J4 - Probationary teachers shall not be assigned teaching contact hours or total workload hours in excess of the maximum under any circumstances - FT and contract staffing should be complete	If there are any probationary faculty in overtime, AWSS immediately notifies the Chair so the Chair can adjust the SWF to eliminate the faculty from an overtime situation.
Workloading	Final SWFs & MWA's due to Faculty & HR	10-May-24	15-Oct-24	18-Mar-25	AWSS Chair	Send chair signed copies to FT Faculty <b>With final SWFs due to Faculty 6 weeks prior to semester start, earmark 8 weeks prior to send SWFs allowing a couple of weeks back/forth, and some slack</b>	* Six weeks prior to start of semester, excluding weekends, vacation, holidays and closures (Including off cycle programs) Deadline according to CA Fall May 10, 2024 Winter Nov 8, 2024 Spring March 18, 2025
Workloading	Final Contracts	19-Aug-24	9-Dec-24	21-Apr-25	AWSS Chair	Final contracts to be sent to contract faculty	PL contracts to be put into S drive and union folder SDATA > ACADEMIC WORKLOADS > Contracts - Evolve PDF Files
Workloading	Contract Data	Based on Payroll Deadlines	Based on Payroll Deadlines	Based on Payroll Deadlines	AWSS Chair	Enter all Contracts into Contract Data for Payroll Processing	refer to Payroll deadlines <a href="https://department.flemingcollege.ca/finance/payroll/">https://department.flemingcollege.ca/finance/payroll/</a>
Workloading	Day 10 - Probationary Faculty	17-Sep-24	20-Jan-25	20-May-25	AWSS	Run Day 10 Report- after Data Suite Cleanup Run actual Enroll for each in OT in test environment make changes to the SWFs from the actual Enroll info, save PDF to send for chair approval and empl sign	Put in Union folder SDATA > ACADEMIC WORKLOADS > SWFs - Evolve PDF Files
Workloading	Day 10 - OT Reporting - Submitted to Payroll (HR Data Suite Clean-up)	11-Oct-24	14-Feb-25	13-Jun-25	AWSS	Run Audit SWFs in test environment make changes to the SWFs if necessary. Save PDF to send for Chair approval and employ sign	This one is not sent to Payroll yet?? not until after Audit NW
Workloading	SWF Audit dates	1-Nov-24	1-Mar-25	1-Jul-25	AWSS	Original, OT and Audit SWFs to be sent to Payroll for Overtime payment processing.	Put in Union folder, send all copies of Faculty Signed Original SWF, Day 10 , Audit plus the reports to Payroll SDATA > ACADEMIC WORKLOADS > SWFs - Evolve PDF Files
Workloading	Audit Reporting - Submitted to Payroll	5-Nov-24	4-Mar-25	8-Jul-25	AWSS		
Timetabling	Annual restriction approved by Chair and submitted to Restriction folder	6-May-24	8-Oct-24	27-Jan-25	AWSS Chair	Workloads are complete and faculty have been asked to send in their restrictions (these should be kept to a minimum)  Workloads and restrictions should be assessed to ensure they match with hrs. and course delivery needs, before being placed into the Teams Restriction folder	i.e.. If a contract hire has a restriction form where they can only teach 5hrs, don't assign them to 10  i.e.. If a course has deliveries of 5-1hrs, but the faculty can only teach 3 days, this should be flagged at the planning stage. System is set up to schedule all deliveries on separate days  Microsoft Teams -> Faculty Restrictions -> General: for TT to Process.

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Timetabling	Data transfer - Instructor Assignment Final (including off-cycle programs) Addendums start for Instructor changes	12-Jun-24	29-Oct-24	5-Feb-25	Timetabling	A process by which professors that are assigned (Y) to deliveries in Instructor Assignment (Maps) are extracted from the SIS (Evolve/Peoplesoft) and imported (downloaded) into Scheduling Software (Timetabler)	Evolve>Curriculum Management>TPHI Interface TPHi>File>Import  *Validations at each stage*
Timetabling	Timetable Committed in Preparation for Review - <b>No new information is factored into the process over this timeframe until post verification changes</b>	July 9-11	5-6 Nov-24	5-6 Mar 25	Timetabling Chair	A process by which the deliveries are "committed" or saved to the system, so academic blocks, courses and faculty timetables are produced/visible in Scheduling Software (Timetabler)	Scheduling software
Timetabling	Timetable Verification (including off-cycle programs)	July 18-19	12-13 Nov-24	12-13 Mar 25	AWSS Chair Timetabling	Schools verify the output against the program submitted data	Scheduling software output vs Evolve housed program data  Each school uses their own process  Note: in future upgrades of Timetabler, HTML's will be obsolete
Timetabling	Remove any staffing that should not upload to Evolve & create TBA if needed	19-Jul-24	15-Nov-24	13-Mar-25	AWSS Chair	TBA's are assigned by the school when Professor is unknown	This is the best guess for deliveries and is required in order to make a set of deliveries conflict free with one another.  Naming convention (Professors have different types, which follow different scheduling rules, depending on their classification)  Part time: TBA1_IDS Full time: TBA1_FT_SENRS
Timetabling	Post Verification Changes in consultation with TT (chairs need to be readily available)	July 22-24	14-15 Nov 24	14-17 Mar 25	Chair Timetabling	TT work through any approved changes	Change requests must not be contradictory to what is currently captured on the Timetabling Grids (i.e.. delivery needs)
Timetabling	Faculty Timetables available in Evolve (including off-cycle programs)	July 29-30	19-Nov-24	19-Mar-25	Timetabling IT	Term Timetable is uploaded from scheduling software (Timetabler) to SIS (Evolve/Peoplesoft)	At this point, any changes need to be kept congruent across both the SIS and the Timetabler database(s). This is a manual process once the upload occurs. Sometimes this could mean across 3 systems if the deliveries straddle across terms
Timetabling	LMS Copy/Verification	30-Jul-24	19-Nov-24	19-Mar-25	Timetabling	A run control is created to automatically take the LMS Bucket from Course loading and populate it into the Basic Data page in Schedule of Classes (SoC)	Run Control ID is personal to each user Verification: Curriculum Management>Learning Management Systems>Reports>LMS Course Attribute Report
Timetabling	TT Handover to RO Week of	12-Aug-24	27-Nov-24	24-Mar-25	Timetabling	RO Specialists take the course block and the student block (program and cohort) and merge so students receive their timetable IF they have done their activity guide (commitment to pay fees)	This is the mass load process, then RO loads students individually after this initial load
Timetabling	Daily Enrolment Report is started	16-Aug-24	5-Dec-24	2-Apr-25	Timetabling Chair	The Daily Enrolment Report is sent so that chairs and specific leaders can watch numbers proactively. This is sent by daily email until 11th day of class. If schools wish others access, they can view it by looking at the report in the shared folder.	Report Tools>Student (CS) Reporting>Query>Schedule>Create a Run Control ID, which is personal to each user  These spreadsheets are also saved in the following directory: S:\shared data\Academic Operation\Operations\Enrolment-Room Capacity Reports  Alternatively, this is a query that anyone can run off menu.
Timetabling	Timetable planning process complete	16-Aug-24	5-Dec-24	2-Apr-25	Timetabling	Schedules are built and data has been handed over to RO to merge students to timetables. RO currently runs daily queries to catch new students	
	Student Fees Due Domestic:				RO		
	Student Fees Due International:				RO		
		2024		2025			

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	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 Jan 1		Wed Dec 24-Thurs Jan 1			
	March Break for KPRDSB	March 8-15					