Annual Planning Cycle (APC) Critical Tasks and Dates 2025/2026 Description List

Category	Activity	Fall 2025 1259	Winter 2026 1261	Spring 2026 1265	Responsibility	Process Summary	Additional Notes, Links
Curriculum	Annual Enrolment Plan Due	3-Feb-25	3-Feb-25	3-Feb-25	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 > 25-26 EnrolPlan (Preliminary). Audit Target Nav: Evolve FC_ADM_CAPACITY
Curriculum	Sessions confirmed/established Issued	20-Jan-25	21-Apr-25	11-Aug-25	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 Issued	27-Jan-25	2-May-25	22-Aug-25	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	28-Feb-25	28-Feb-25	28-Feb-25	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. **All POS integrity queries should run with no results prior to the roll.**	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	28-Feb-25	6-Jun-25	26-Sep-25	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. **This includes new courses.**	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) . **This includes submitting course details for any new courses.**	7-Mar-25	27-Jun-25	24-Oct-25	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). **This includes new courses.**	Files housed in OneDrive > Curriculum Team > Term > School and Program Folders > Program Delivery Review excel spreadsheets
Curriculum	Program sectioning/Cohort Enrollment Targets Completed (including off-cycle programs)	7-Mar-25	11-Jul-25	31-Oct-25	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	10-Mar-25	14-Jul-25	10-Nov-25	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

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Curriculum	General Education Elective Offerings Data Collection Template Due Back	17-Mar-25	21-Jul-25	17-Nov-25	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	3-Apr-25	31-Jul-25	20-Nov-25	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	16-Apr-25	8-Aug-25	25-Nov-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. **Addendum entries begin after this date with double/triple entries beyond this point.**	
Curriculum	Post day 10 Review	20-May-25	16-Sep-25	19-Jan-26	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	30-Apr-25	11-Aug-25	26-Nov-25	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	30-Apr-25	29-Oct-25	28-Jan-26	Human Resources		
Workloading	Restrictions form sent to Contract Faculty	20-May-25	29-Aug-25	12-Dec-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	Final SWFs & MWA's due to Faculty & HR	9-May-25	13-Nov-25	17-Mar-26	AWSS Chair	Send chair signed copies to FT Faculty	* Six weeks prior to start of semester, excluding weekends, vacation, holidays and closures (Including off cycle programs) Deadline according to CA Fall May 9, 2025 Winter Nov 13, 2025 Spring March 17, 2026
Workloading	Final Contracts	18-Aug-25	8-Dec-25	20-Apr-26	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	Instructor Assignment Entries Complete (including off-cycle programs and TBA's entered after IA Download)	20-Jun-25	19-Sep-25	5-Jan-26	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	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 https://department.flemingcollege.ca/finance/payroll/
Workloading	Day 10 - Probationary Faculty	16-Sep-25	19-Jan-26	19-May-26	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

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Category	Activity	Fall 2025 1259	Winter 2026 1261	Spring 2026 1265	Responsibility	Process Summary	Additional Notes, Links
Workloading	Day 10 - OT Reporting - Submitted to Payroll (HR Data Suite Clean-up)	10-Oct-25	13-Feb-26	12-Jun-26	**AWSS**	Run Audit SWFs in test environment make changes to the SWFs if necessary. Save PDF to send for Chair approval and employ sign	
Workloading	SWF Audit dates	31-Oct-25	2-Mar-26	29-Jun-26	**AWSS**	Original, OT and Audit SWFs to be sent to Payroll for Overtime payment processing.	Put in Union folder, send all copes 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	3-Nov-25	2-Mar-26	6-Jul-26	**AWSS**		
Timetabling	Annual restriction approved by Chair and submitted to Restriction folder	26-May-25	8-Sep-25	19-Dec-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.
Timetabling	Data transfer - Instructor Assignment Final (including off-cycle programs) Addendums start for Instructor changes	23-Jun-25	22-Sep-25	7-Jan-26	**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 - **No new information is factored into the process over this timeframe until post verification changes**	Jul 9 - 23	Oct 14 - 15	Feb 10 - 11	**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)	N/A	Oct 22-23	Feb 19 - 20	**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
Timetabling	Remove any staffing that should not upload to Evolve & create TBA if needed	23-Jul-25	23-Oct-25	20-Feb-26	**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)	N/A	Oct 24 - 28	Feb 23 - 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)	28-Jul-25	30-Oct-25	27-Feb-26	**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

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Timetabling	LMS Copy/Verification	28-Jul-25	30-Oct-25	27-Feb-26	**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	5-Aug-25	10-Nov-25	9-Mar-26	**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	11-Aug-25	17-Nov-25	1-Mar-26	**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	8-Aug-25	14-Nov-25	16-Mar-26	**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:	1-Aug-25	5-Dec-25	2-Apr-26	
Student Fees Due International:	1-Aug-25	5-Dec-25	2-Apr-26	
	2025		**2026**	
Family Day	Mon Feb 17		Mon Feb 16	
Easter	Fri April 18		Fri April 2	
Victora Day	Mon May 19		Mon May 18	
Canada Day	Tues Jul 1		Wed Jul 1	
Civic Holiday	Mon Aug 4		Mon Aug 3	
Labour Day	Mon Sep 1		Mon Sep 7	
Thanksgiving	Mon Oct 13		Mon Oct 12	
College Closure (TBC)	Dec 21 - Jan 1		Dec 24 - Jan 1	
March Break for KPRDSB	March 8-15			