

Faculty Leave & Substitute Pay

August 23, 2011, 9:00am-10:30am

Attendees: Chien Shih, Suzanne Pfeiffer, Gigi Gallagher, Cynthia Smith, Nancy Chao, Patty Jobs, Henry Ly, Susan Malmgren and Kari Elliott (note taker).

Schedule/Timeframe:

0. Draft specifications – complete by mid-September.
1. Form ready (plus process) – complete by end of September.
2. Deans and Division Admins Input – end of October.
3. Faculty Association's approval – end of November.
4. Final approval of specs – mid-December.
5. ETS programming – complete by end of February 2012.
6. Testing – March 2012.
7. Roll out – end of April 2012(Spring Quarter).

Objectives:

1. Start to define draft specifications.
 - Create new form.
 - Susan will start drafting specs.
 - Form will ask if filling out for self or someone else, name, CWID, date of absence.
 - Will only allow for 1 day absence.
 - Display schedule for date of absence.
 - CRN, course descriptions ,start/end times.
 - Default setting to yes for Sub; if no sub will have to check box no.
 - Have a pop up to search active faculty members by legal name.

Take Away Items:

1. Summary of confirmation screen.
2. Approval process.
3. First draft of specs completed for review next meeting– Susan.