

Faculty Leave & Substitute Pay

September 20, 2011, 9:00am-10:30am

Attendees: Chien Shih, Gigi Gallagher, Nancy Chao, Patty Jobs, Debbie Haynes, Cynthia Smith, 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.
 - Review Susan's specs.
 - Susan make changes recommended to specs to review at next meeting.
2. Summary Screen:
 - Review the entries.
 - Make corrections (button).
 - Would go back to step 4 to make corrections.
 - Submit results (button).
 - Routes to next person for approval.
 - Cancel whole thing (button).
 - Would go back to step 1
 - Add a Save button throughout process/
 - ETS to discuss more.
 - Put on screen 4 and sub screen.

Take Away Items:

1. Susan will work on Summary Screen specs; review at next meeting.
2. Finalize specs.
3. Discuss what happens to rejected leave report.
4. Security – refine.