

Faculty Leave & Substitute Pay

September 6, 2011, 9:00am-10:30am

Attendees: Chien Shih, Suzanne Pfeiffer, Gigi Gallagher, 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.
 - Review Susan's specs.
 - Susan make changes recommended to specs to review at next meeting.

Take Away Items:

1. Susan will update specs and add comments field.
2. Finish review of specs at next meeting.
3. Security – refine.
4. Ability to enter a range of dates for absence; list each day.