

Faculty Leave & Substitute Pay

November 15, 2011, 9:00am-10:30am

Attendees: Chien Shih, Nancy Chao, Debbie Haynes, Cynthia Smith, Henry Ly, Susan Malmgren, Scottie McDaniel, Beijing Li 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. Draft specifications.
 - Final review of specifications.
 - Present to Faculty Association November 30, 2011.

Take Away Items:

1. Email final specifications and flow chart to team members.
2. Security – refine.