

Faculty Leave & Substitute Pay

October 4, 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.
 - Chien will send Susan's specs to team members to review.
 - Final review of specs October 14, 2011.
 - After final review, will email specs to deans and division administrative assistants.
2. Meet with deans and division administrative assistants to review:
 - Will divide into 2 groups and offer a morning session and an afternoon session.
 - Setup 1 ½ hour meetings on October 19th and October 20th in D270.
 - Will only need to attend one session.

Take Away Items:

1. October 18, 2011 meeting cancelled.
2. Finalize specs.
3. Discuss what happens to rejected leave report.
4. Security – refine.