

16 Week Calendar Meeting

February 28, 2011

Meeting – Summary Notes

Meena Singhal did a presentation on the 16 Week Calendar. The purpose of the presentation was to review the format of the calendar, share the approach used by Academic Services to prepare for this project, and to have each area complete their documentation and timeline by March 21, 2011.

On February 22, 2011 LBCC received official approval from the Chancellor's Office on the compressed calendar. Over the last three weeks, Academic Services has put together some documentation pertaining to that area (second link on this page <http://www.lbcc.edu/16-week/>).

Each area is being asked to complete their documentation by March 21st. The documentation by Academic Services may serve as a model to others. It describes the process used internally by the staff to begin the project and also describes the business processes and areas that have to be changed or those that will be impacted. Academic Services met on a weekly basis to accomplish this task in three weeks.

Each area has also been asked to complete a timeline or add to the one that has been done (first link on <http://www.lbcc.edu/16-week/>). Please submit this to Mae Sakamoto by March 21st so IITS can create a master timeline. A test system will be available in the next few weeks.

The PowerPoint presentation is available on the 16 Week Calendar website.