College of Commissioner Science

Sample Planning Guide/Work Schedule

This planning/work schedule is a sample of the types of jobs that need to be accomplished and in what time frame relative to the start of the college. Once the staff has been assembled, each of the department chairs will need to develop a detailed work schedule that fits their job description. This can be incorporated in Backdater Format so you have one work schedule. Be sure that everyone has a copy of the plan – keep on the same page.

Remember, not all colleges have the same needs. Smaller colleges typically have one person doing many things. Get commissioners involved – it's their college!

Months to College	Work Effort
11	Council commissioner appoints the college chancellor. Council commissioner, college chancellor, and council staff advisor work together to establish the date for the college.
10	The date of the college is established and announced to all the council members and the commissioners. Council commissioner and college chancellor recruit the college staff.
9	College chancellor holds the first meeting with the staff to brainstorm objectives, format, program highlights, refine the schedule, identify possible locations, make assignments, and plan for the selection of instructors. Council commissioner and college chancellor discuss planning factors with the other staff members.
8	College Deans, Associate College Deans, and Registrar start preparation of the college catalog.
7	The Dean's Cabinet meets to finalize the college catalog the program schedule, facility, discuss keynote and other speakers, discuss promotion plans and finalize the IT and electronic communications.

6   Promotion Chair briefs the dean's cabinet on the promotion and advertising plans.

Dean's Cabinet finalizes the budget. This includes the collective budget plus each of the member council's budgets.

Program Deans recruit qualified instructors for the courses identified in the college catalog.

5   Program deans finalize the instructor list.

Facilities Chair conducts a walk-through of their selected facility to identify room and supply needs, including electronic needs.

Ceremonies Chair, in association with the staff advisor and the council commissioner, recruits keynote and guest speakers.

Promotions Chair distributes the college catalog, registration forms (walk-in at service centers and online), and other promotional materials.

4   Program Deans hold their first of several instructor meetings

Food Service Chair develops a meal plan and submits it to the Dean's Cabinet.

Promotions Chair conducts a promotional and advertising blitz.

Ceremony Chair develops the plan for awards, patches, speaker gifts, and staff gifts. Present the plan at the next dean's cabinet meeting.

3   Facilities Chair completes the facility plans and presents the same at the next dean's cabinet meeting.

2   Facilities Chair conducts a survey for physical arrangements (tables, chairs, stage, PA systems, whiteboards, etc.) Also arranges for AV services and equipment.

Ceremonies Chair orders special awards, patches, gifts, and participant's packets.

1   Promotions Chair conducts the final promotional and advertising blitz.

Dean's Cabinet reviews final details with facility personnel, ceremony personnel, registrar, and program deans.

The Last Thirty Days

Days to College   **Work Effort**

    30   Program Deans and Registrar complete room assignments.
Facilities Chair prepares site maps and provides them to the registrar.

    14   Ceremonies Chair develops the opening and closing ceremonies.
Coordinates with program deans.

    10   Final dean's cabinet meeting to review all the details and go over the final checklist.

    7   Ceremonies Chair completes the scripts for the opening and closing ceremonies and publishes the sequence for the student packets.

    5   Registrar confirms attendance numbers with the food service chair and prepares student packets.

    1   Facilities Chair and staff prepare the facilities, put up the signage, and check out all the electronic equipment. Set up tables and chairs and a serving area for food service. Set up exhibits, if any.
Ceremonies Team works with facility personnel to set up the opening area.

College Day   **Work Effort**

    0 Hour   Facilities personnel arrive early to open up and make sure that all building services are up and working.
Registrars and staff set up the registration area.
Registrar has registration packets and extra packets available for walk-ins.
Ceremonies Chair prepares to receive guest and keynote speakers.
College Dean and Program Deans conduct the college.
Registrars collect the evaluation sheets from the instructors.

After the College

Days After
College   **Work Effort**

+3	College Chancellor prepares thank you letters.
+7	Pay all the bills. (Submit bills to council for processing)
+10	Program Deans, Registrar, Facilities, Ceremonies, Food Service, and Promotions Chairs provide summary reports to the College Chancellor.
+14	College Chancellor submits the final report to the council commissioner.
+30	Start planning for the next college.

Important Note: Each college has its own identity. Larger colleges (150+) have needs that smaller (50-) don't have. Not every college offers the same number of courses or needs the number of faculty and staff. Use the above information to assist you in delivering top-notch learning experiences for your commissioners.

Instructions for importing into Microsoft Calendar
These instructions are to be used with "CCS Sample Backdater"

Save current Excel spreadsheet as a comma-delimited (csv) file. You can only save one sheet at a time in the comma-separated values format. Go to Microsoft Outlook and follow the steps listed below.

1. Go to File, Import, and Export
2. Choose Import from another program or file and click next.
3. Choose Comma Separated Values (Windows)
4. In the File to Import box click on Browse and go find the file you saved. Click on next.
5. Highlight the Calendar and click on next.
6. Be sure the file that you are wanting to import has a check in the box. Once you check it a new box will open called Map Custom Fields. If the box does not open on its own, go to Step 7, otherwise continue to Step 8.
7. Click on Map Custom Fields.
8. On the left-hand side are the fields in the file you saved. Drag Step to be completed over to Subject and let go. Do the same with the Event Date you are wanting to import, dragging it over to Start Date.
9. Click on Okay. This will take you back to the Import box you saw in Step 6. Click on finish and the file will import into Outlook's Calendar.

To import the file into Tasks instead of Calendar, just choose Tasks in step 5 and complete the rest of the steps listed above.