DIN: 8040-2-01
Name of Process: Inputting Items to the Web Calendar

Purpose

This process is to clarify how things get posted to the appropriate web calendar and who is responsible for posting which items. This is so that the web calendars are complete and accurate, so that people can be confident that the schedule is accurate and complete, and so that events and activities and deadlines are effectively communicated to constituents.

Scope

This process applies to anything that should be posted on the web calendars.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Admissions Calendar	This includes: registration sessions, group visits to campus; Financial Aid Includes date letters of satisfactory academic progress for financial aid are sent, dates financial aid probation/ suspension letters sent, NTC scholarship deadlines. *Items on this calendar automatically appear on the NTC home page.*
Admissions Calendar Leader	Admissions Officer (Kari)
Faculty/Staff Calendar	This includes all meetings called by administrators, chairs, coordinators that involve faculty and staff. This includes Faculty/Staff meetings, administrative inservice, planning team meetings, division chair meetings, AASC meetings, Shared Governance meetings, division meetings, MSCF meetings, meet and confers, program review sessions, REACH team meetings, professional development activities, Foundation events, and related Faculty/Staff dates. *Items on this calendar show up by clicking on View Entire Calendar of Events link on the home page and clicking on Faculty/Staff calendar OR by clicking on the "Calendar" link under College Information at the bottom of the home page.*
Administrative Calendar Leader	Administrative Office Assistant (Doreen)
Academic Calendar	This includes semester start and end dates, enrollment event dates (drop/add deadline, withdraw deadline), no-school dates, graduation application deadlines, commencement dates/events, dates academic probation/suspension notices are sent, business office timelines (e.g. book charging, drop for non-payment date, last day to withdraw without charge, dates checks are distributed, dates tuition must be paid by). *Items on this calendar automatically appear on the NTC home page.*
Academic Calendar Leader	Academic Support Coordinator (Liz)
Current Learner Calendar	This includes campus government, library, learning services activities/services, campus activities ,Phi Theta Kappa, clubs, fundraisers, social gatherings, scholarship deadlines. *Items on this calendar show up by clicking on View Entire Calendar of Events link on the home page and clicking on Current Learner calendar OR by clicking on the "Calendar" link under College Information at the bottom of the home page.*

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Current Learner Calendar Lead	Library Technician (Ann)
Community Events Calendar	NTC events open to the general public, recruitment community events, Foundation activities including fundraisers. *Items on this calendar automatically appear on the NTC home page.*
Community Calendar Leader	Director of College Advancement (Lisa)
Multiple calendar dates	**The information is emailed to the appropriate Calendar Leader to post a date/meeting that affects more than one calendar.**

Process
The table below describes responsibilities for this process:

Stage	Who	Description
1	**Website Leader**	Appoints individuals who are responsible for/have rights to inputting items to each web calendar.
2	**Administrators**	Provide Administrative Office Assistant with information on scheduled administrative meetings to post in the calendar. (e.g. Dean of Academics schedules division chair meetings)
3	**Planning Team Chairs**	Provide Administrative Office Assistant with schedule of team meetings for the year (preferred) or for the semester by the first day of the semester. Schedules are established on a first-come first served basis, subject to the protocol for prioritizing listed below.
3	**Perkins Coordinator**	Provide data on Perkins consortium meetings, Perkins sponsored events, Perkins deadlines, etc to Faculty/Staff calendar leader. Sends notice of events that impact learners or the public to the Current Learner and/or Community Events calendar leader. Schedules are established on a first-come first served basis, subject to the protocol for prioritizing listed below.
3	**Staff/Faculty responsible for schedule deadlines or planned Events**	Provide information for scheduled activities, events, deadlines, etc, to the appropriate calendar leader. These dates should be provided as soon as they are known. Schedules are established on a first-come first served basis, subject to the protocol for prioritizing listed below. Registration/enrollment dates should be added to the calendar for the academic year by the beginning of the previous spring semester
3	**Faculty President/ Union reps**	Provides annual schedule of MSCF/AFSCME/MMA/MAPE meetings to Administrative Office Assistant. Schedules are established on a first-come first served basis, subject to the protocol for prioritizing listed below.
3	**Campus Governance Advisor/ Club Advisors**	Sends schedule of Campus Government (or other learner organization) meetings and events to Current Learner calendar leader. Schedules are established on a first-come first served basis, subject to the protocol for prioritizing.
4	**Each Calendar**	Inputs into their assigned calendar the information provided at least within one week upon receipt of the information.

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Leader	IF	**There is a conflict in meeting times**	
	THEN	Calendar leader informs the most recent submitter of the conflict. Protocol for scheduling will be: Administrative meetings trump other meetings unless the Administrative meeting planner agrees to change. Union meetings and meet and confer also trump other meetings; **however, conveners will try to avoid times/dates that are already** scheduled for administrative/team functions/teams when possible.	
	IF	**the calendar item impacts more than one calendar,**	
	THEN	The calendar leader forwards the item to the other appropriate calendar leader(s).	

Supporting references
Listed below are college documents that support this process:
Calendar Inputting procedure.

CALENDAR TUTORIAL

EDIT CALENDAR IN FIREFOX

 To access the calendars open My NTC and log-in
Left side- website calendars link
Open calendar of responsibility
Forward calendar at top of page
Click on date of choice
Add Event –blue upper right corner of date box
Delete New Event in bold: type name/title
Complete the time of activity to right
Publishing (go directly to calendar)
Pending (off to left of screen)
Double click on activity entered to edit or delete

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