

September 29, 2008

TO: Vice Presidents, Instruction
Vice Presidents, Student Services
Associate Vice Presidents

FROM: Ann Aaker, Associate Vice Chancellor, Human Resources

RE: Procedures for Assigning TCS's to the Appropriate Term

In November 2006, Human Resources provided the colleges with information reaffirming the assignment of the appropriate term (Spring, Summer or Fall) to a TCS. Recently, we received some questions which caused us to review that information. Following are updated procedures for assigning TCS's to the appropriate terms.

Assignment to Specific Term

All TCS's must be associated with a term. The fiscal year is divided into three **terms** for the District – Fall, Spring and Summer. For the purpose of assigning terms to TCS's, the definitions for those terms are as follows:

- Fall – Begins the first day of the fall semester (the first instructional improvement day) and ends December 31
- Spring – Begins on January 1st and ends the last day of the Spring semester
- Summer – Begins the day after the end of the Spring semester and ends the day before the start of the Fall term

Embedded within these dates are the academic calendar term dates which begin with the instructional improvement days (Fall and Spring terms) or the start of classes (Summer term).

Most TCS assignments fall within a term either because a class assignment (instructional) begins and ends within the term dates or the nature of the assignment (non-instructional) is such that the start and end dates are always determined by the term dates specified above.

Cross-Term Classes

In some cases, a **class** might be scheduled beyond the end date of a term. When that happens, it is referred to as a cross-term class assignment and the following directions specify the proper reporting for the assignment.

- If a class begins in the **Fall** term and ends after December 31st, the class meetings scheduled for January 1 and after will be computed on a separate TCS for the Spring term.
- If a class begins in the **Spring** term and ends after the last day of the Spring semester, any class meetings that occur up to the first day Summer classes begin will be counted as Spring. If the class extends to the first day of summer classes or beyond, meetings that occur on or after the start of Summer classes will be computed on a separate TCS for Summer.

- If a class begins in the **Summer** term and ends on or after the first day of the Fall term, any class meetings that occur in the Fall term will be computed on a separate TCS for Fall.

Note: Any class that begins after the end of the Spring term is a Summer term class. The only time class meetings occurring after the end of the Spring term are counted as Spring is when the class started in the Spring. However, once Summer classes begin, any class meetings scheduled for the first day or after of the Summer term are computed on a Summer TCS regardless of whether the class started in the Spring.

- Cross-term rules **only** apply to a class assignment where the class is scheduled to meet beyond the end of the term in which it started. All other assignments are scheduled within the term dates and TCSs assigned to a term accordingly.
- In the case of a class that spans more than two terms, the same rules apply.

The Los Rios Information Technology Department has created a user's documentation to assist with data entry of TCSs that cross over terms. This documentation can be located at our website at <http://www.losrios.edu/downloads/TCSProcedures.pdf> or go to the Los Rios Main Webpage (www.losrios.edu), click on "Employees", then click on "All other links are only available from a Los Rios Computer, click here to enter", click on "Human Resources", then click on "TCS Procedures for Cross Term Classes".

We hope you and your staff find this information helpful. Should you have any questions, please do not hesitate to call me at 3116 or Theresa Cuny at 3165.

AA:sm

cc: Jon Sharpe
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Human Resources
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