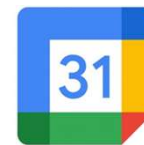


Program Planning Calendar Training

 COLUMBIA SITES



Google/Lionmail
Calendar

Purpose & Target Audience



To facilitate efficient **program planning** by creating a comprehensive calendar that includes key dates and deadlines related to academic affairs business processes.

- Course Proposals
- Class Scheduling
- Faculty Staffing



Current State



Key Findings - 20 Program Interviews

- 70% of programs want improved communication regarding dates and deadlines
- Each program must organize/track information so it can be referenced when planning
- 50% of program teams have developed internal tools
- 50% of program teams have created their own master planning calendar

Ideal Future State



Wish List

- Single calendar solution
 - Centrally managed, includes all key planning dates & deadlines
- Readily available
- Longer lead time
- Google Calendar platform
- Full adoption of Google Calendar across SPS
 - Visibility of colleagues' individual calendar to drive efficient scheduling



Today's Agenda

- Purpose of the Program Planning Calendar
- Accessing the Planning Calendar
- *LIVE!* Demonstration
- Calendar Governance & Administrative roles
- Question & Answer
- Optional Office Hours

The Product



Features

- Many calendars → One tool
- “Lives” on SPS Intranet
- On-demand & Self-serve
- 18 months of dates & deadlines
- SPS-wide calendar governance & reconciliation process



Accessing the new SPS Intranet



Navigate to intranet.sps.columbia.edu and log in with your Columbia UNI and Password

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

Submit Intranet Feedback

COLUMBIA UNIVERSITY

School of Professional Studies

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You have been logged in.

SPS Intranet

Resources for Staff & Faculty

ADMINISTRATIVE AFFAIRS

- Analytics
- Facilities and Operations
- Finance
- Human Resources
- Media & Creative Services
- Office of Events Management

Accessing the Program Planning Calendar



CLICK on the link to Program Planning Calendar

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Directory Document Library Helpful Links **SPS Planning Calendar**

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Calendar View Interface



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Home > SPS Planning Calendars

SPS Planning Calendars

The screenshot shows a calendar interface for June 2021. A red box highlights the 'Print' dropdown menu, which contains the following options: Week, Month, Agenda, CPS Deadlines (CPS), Course Development Calendar (CD), Academic Calendar (AC), Student AY Major Events (SA), and Holidays in United States. The calendar itself shows various events such as 'CPS FY21: Faculty Affairs & Programs Review CPS (5/31-6/4)', 'AC University Ho', 'Memorial Day', 'AC Su21: Drop De', 'AC Su21: Deadlin', 'AC Su21: Last Da', 'AC Su21: Summer A Final Exams (6/16-6/18)', and 'Juneteenth'.

About the Calendars

Academic Calendar (AC)

Point of contact: Amy Newhall
(an2933@columbia.edu)

[Link to calendar: Academic Calendar \(AC\)](#)

Description: Includes University holidays, breaks, significant registration deadlines, first and last day of class, exam period, etc.

CPS Deadlines (CPS)

Point of contact: Yanni Gacopoulos
(yg2514@columbia.edu)

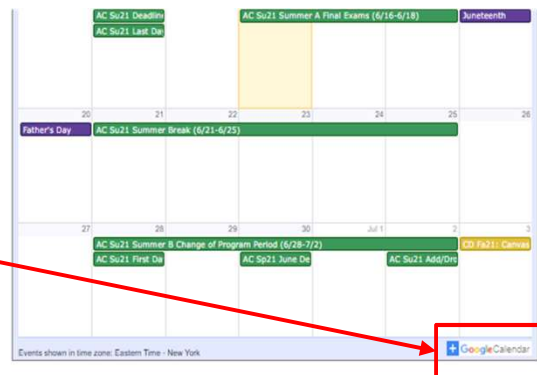
[Link to calendar: CPS Deadlines \(CPS\)](#)

Description: Course Planning Statement/Class Scheduling Calendar. Key milestones for submission, approvals & hiring of faculty for

CLICK the down arrow to view the calendars available & select those you'd like to download.

Calendar Download Interface

CLICK +GoogleCalendar
to download calendars
to your personal Google
calendar.



Calendar Glossary

- Su – Summer
- Fa – Fall
- Sp - Spring
- AC – Academic Calendar
- CPS – Course Planning Sheet
- OCI – Online Curriculum & Instruction
- SA – Student Affairs
- TBD - To Be Determined - **tentative dates that are subject to change**
- HBCU - Refers to SPS HBCU (Historically Black Colleges & Universities) Fellows
- NDG - Nondegree - Any visiting student not enrolled in a degree program

(yg2514@columbia.edu)

Link to calendar: CPS Deadlines (CPS) [↗](#)

Description: Course Planning Statement/Class Scheduling Calendar. Key milestones for submission, approvals & hiring of faculty for upcoming terms. Note: Items listed by TERM OF DELIVERY

Course Development Calendar (CD)

Point of contact: Ariel Fleurimond
(af2830@columbia.edu)

Link to calendar: Course Development Calendar (CD) [↗](#)

Description: Key deadlines and milestones for course approval, development, and launch.

Student AY Major Events (SA)

Point of contact: Tom Schrank
(ts3065@columbia.edu)

Link to calendar: Student AY Major Events (SA) [↗](#)

Description: Includes important dates and events from the Student Affairs unit that involve program administration such as orientation, graduation, registration webinars, and degree conferral

Need help adding/viewing calendars? [↗](#)

How to import events and calendars [↗](#)

Help! I only use MS Outlook [↗](#)

Personal SPS Google Calendar

Downloaded Calendars appear on your personal SPS Google Calendar under "Other Calendars"
- Click on the check boxes for the Calendars you'd like to view

The screenshot shows a Google Calendar interface for July 2021. The main calendar area displays a grid of dates with various events. A red box highlights the 'Other calendars' section in the left sidebar, which includes the following items:

- Academic Calendar (AC)
- Course Development Cale...
- CPS Deadlines (CPS)
- Holidays in United States
- Student AY Major Events (...)

Making the Calendars Work for You!



1

Calendar Notifications

- Created at the level of a specific calendar
- Access through the Settings for a calendar
- Two useful types of notifications

HOVER over a Calendar name
→ **HOVER** over the 3 vertical dots on the right side of calendar name,
→ **Options** are revealed for the Calendar
→ **CLICK** on the 3 dots and select **Settings**

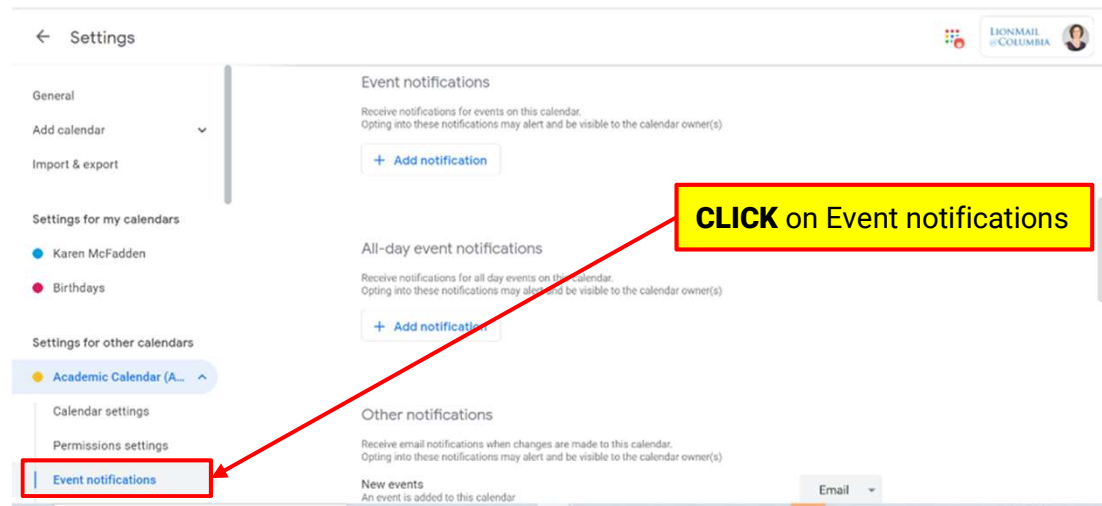
Making the Calendars Work for You!



1

Calendar Notifications

- **Event notifications** - receive an email or in-app notification prior to scheduled events (aka: a Reminder)



Making the Calendars Work for You!

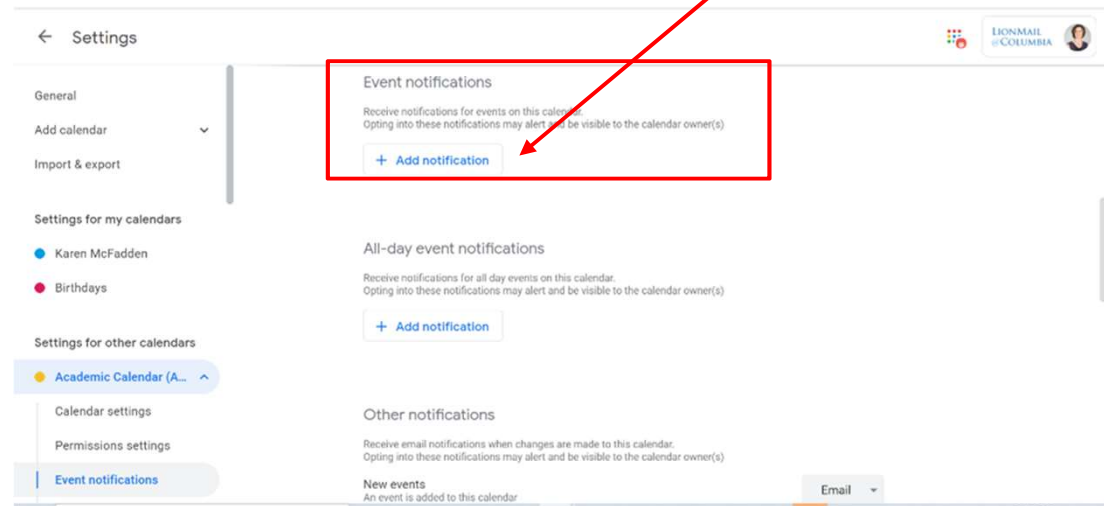


1

Calendar Notifications

- **Event notifications** - receive an email or in-app notification prior to scheduled events (aka: a Reminder)

CLICK on + Add notifications



Making the Calendars Work for You!



1

Calendar Notifications

- **Event notifications** - receive an email or in-app notification prior to scheduled events (aka: a Reminder)

← Settings

Event notifications

Receive notifications for events on this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

Email ▾ 10 days ▾ ×

Notification ▾ 4 weeks ▾ ×

+ Add notification

All-day event notifications

Receive notifications for all day events on this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

+ Add notification

Other notifications

Click the drop-down, to select ...

1. **Notification type:** Email or in-app Notification pop-up
2. **Unit of time:** minutes, hours, days, or weeks
3. **Amount of time** prior to the event: up to 28 days, 4 weeks

Making the Calendars Work for You!



1

Calendar Notifications

- **Other notifications** - receive a push email when changes are made to a calendar

The screenshot shows the 'Settings' page for a calendar. On the left, under 'Settings for other calendars', the 'Academic Calendar (A...)' is selected. Below it, 'Other notifications' is highlighted with a red box. On the right, under 'Calendar settings', the 'Name' is 'Academic Calendar (AC)' and the 'Description' is 'SPS Academic Calendar. Includes University holidays, breaks, significant registration deadlines'. Below that, 'Updated quarterly' is set, and the 'Time zone' is '(GMT-04:00) Eastern Time - New York'. At the bottom, 'Permissions settings' are shown as 'Anyone can See all event details'. A red arrow points from a yellow box labeled 'CLICK on Other notifications' to the 'Other notifications' option in the left sidebar.

Making the Calendars Work for You!



1

Calendar Notifications

- Setting can be customized for each downloaded Calendar

CLICK the drop-down to receive a push Email notification for ...

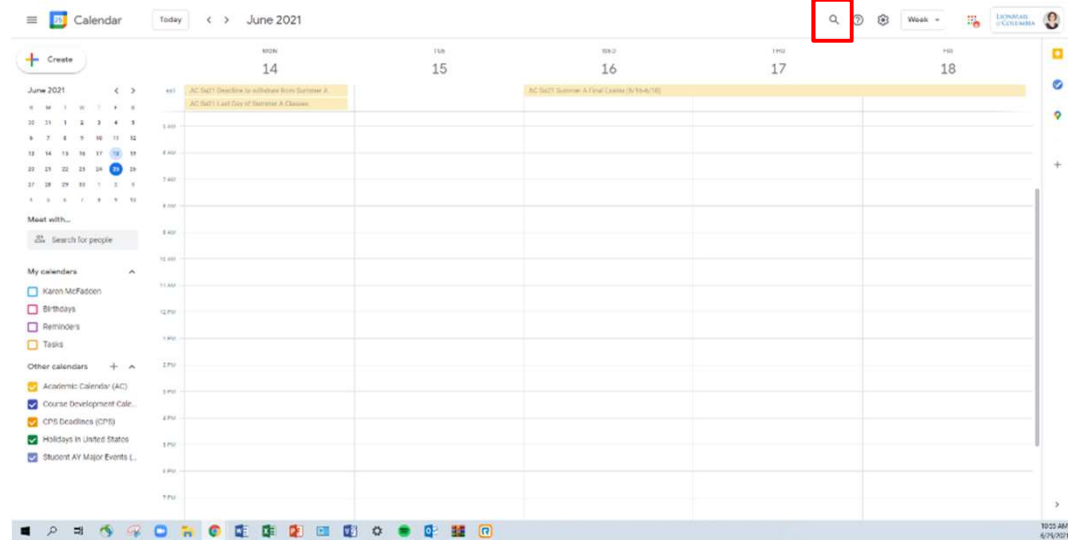
- New events
- Changed events
- Canceled events

The screenshot shows the 'Settings' page for a calendar. The 'Other notifications' section is highlighted with a red box. It includes options for 'New events', 'Changed events', 'Canceled events', 'Event responses', and 'Daily agenda'. Each option has a drop-down menu. The 'Email' drop-down menu is open, showing 'None' and 'Email' options. A yellow callout box with a red arrow points to the 'Email' option in the drop-down menu.

Making the Calendars Work for You!



2 Search



Making the Calendars Work for You!



2 Search Tips

← Search

Create

June 2021

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Meet with...

Search

Search in: Active calendars

What: Keywords contained in event

Who: Enter a participant or organizer

Where: Enter a location or room

Doesn't have: Keywords not contained in event

Date: From date to To date

Reset Search

CLICK drop-down arrow to reveal search filters

1. **Search in:** narrow your search by using the drop-down to select a specific Calendar
2. **What:** use keywords, starting with a broad word and then narrowing down the results with additional words
3. **Date:** narrow the Date range for your search

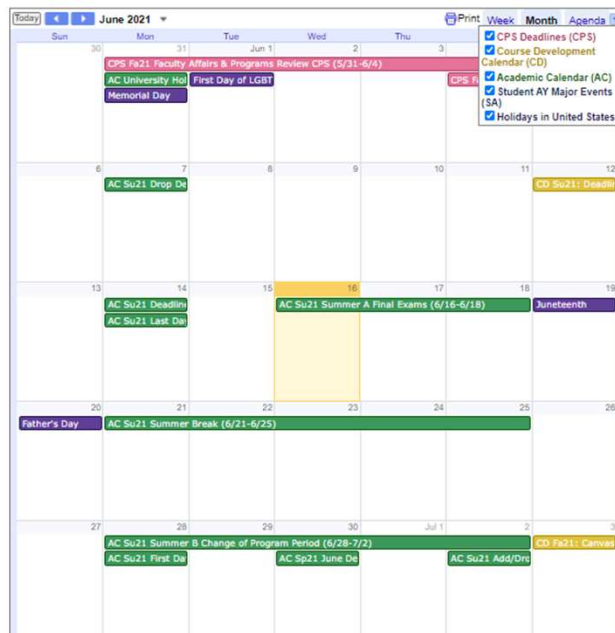
Calendar Questions



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SPS Planning Calendars



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Course Development Calendar (CD)

Point of contact: Ariel Fleurimond
(af2830@columbia.edu)


Link to calendar: [Course Development Calendar \(CD\)](#)

Contact Calendar Owner(s) if you have a question or concern regarding content of their specific calendar.

Feedback & Suggestions




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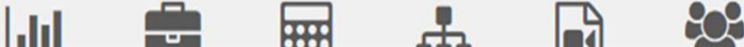
[Directory](#) [Document Library](#) [Helpful Links](#) [SPS Planning Calendar](#)

You have been logged in.



SPS Intranet
Resources for Staff & Faculty

ADMINISTRATIVE AFFAIRS



Live Demo!

Product Roadmap



Launch Calendars	Calendars to be Added
Academic Calendar (AC)	SPS Leadership Meetings
Class Scheduling & Faculty Staffing (CPS)	
Course Development Schedule (CD)	
Student Major Events (SA)	
Finance for Program Operations (FIN)	



Calendar Governance & Admin Roles



- Governance
 - Annual Calendar Reconciliation process
 - Bi-annual Event Additions
 - Quarterly Reconciliation
 - Managing continual improvement of the product

- Roles
 - Academic Affairs Calendar Administrator
 - Calendar Owners
 - Backup Calendar Owner
 - Calendar Contributors



On-going Training Support

- Drop in for Office Hours!
 - 9 AM Wednesdays, beginning July 7 through August 25
- Additional resources will be made available via the Program Planning Calendar page on the Intranet

Question & Answer

