

SPS Program Planning Calendar

Job Aid

Purpose

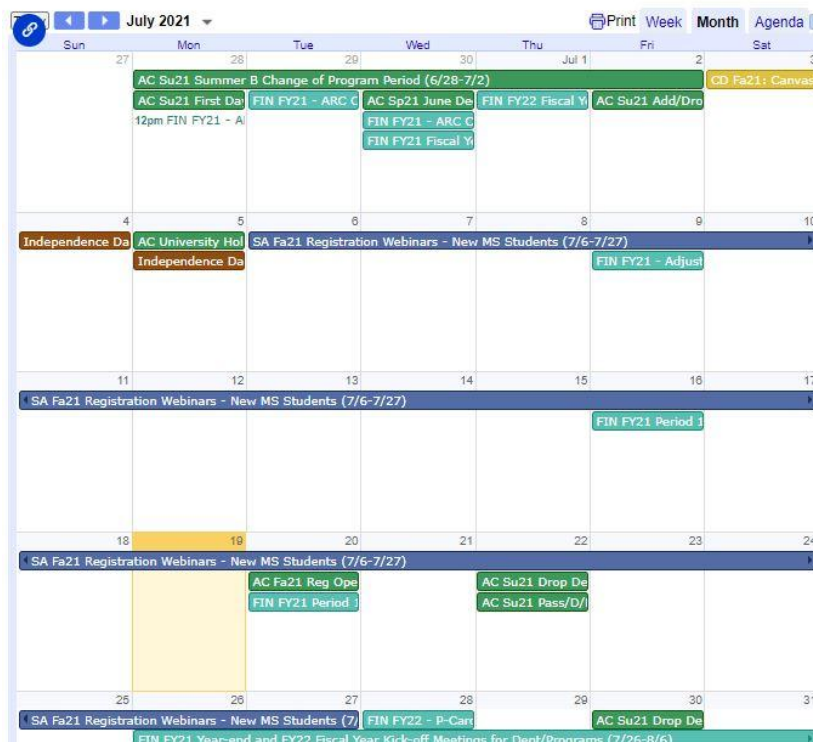
To facilitate efficient program planning by creating a comprehensive calendar that includes key dates and deadlines related to academic affairs business processes.

Description

The [Program Planning Calendar](#):

- Built on the Google Calendar platform, the standard calendar and scheduling utility at CU SPS.
- “Lives” on the SPS intranet ([Figure 1](#)), to support on-demand, self-service accessibility for all SPS employees ([Figure 3](#)).

Figure 1



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 upcoming terms. Note: Items listed by TERM OF DELIVERY

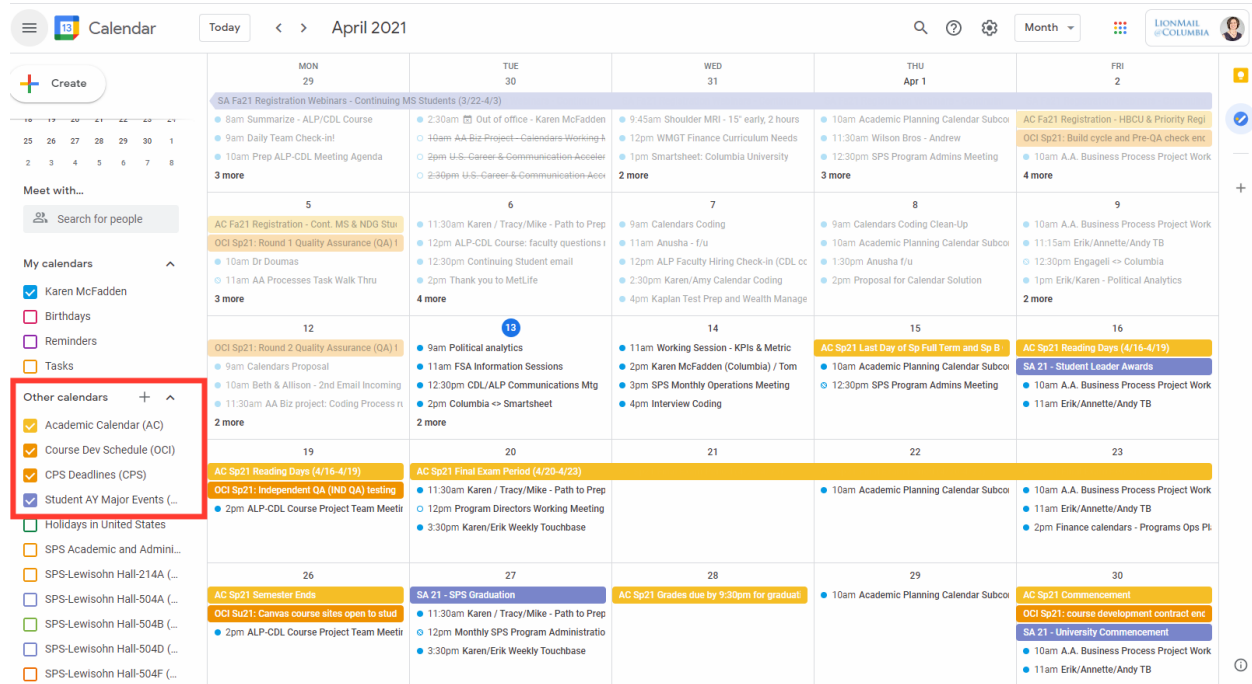
Course Development Calendar (CD)

Point of contact: Ariel Fleurimond
(af220@columbia.edu)

- Comprising multiple individual calendars that have been built by business process stakeholders.
- Individual calendars are centrally managed by Calendar Owners in the primary unit responsible for establishing process deadlines.
 - Users are able to view and add as many or as few calendars as desired.
 - Calendars can be viewed individually or “layered” on top of one another, depending upon the users’ needs and preferences.
- Adding a Calendar from the Intranet makes it available on the user’s own personal instance of LionMail Google calendar.

- Subscribed calendars can be “clicked on” or off (Figure 2), allowing users to access the specific information they need when they need it, minimizing clutter when preferred.
- Highly searchable to enable quick identification of information needed
- Local Settings allow for a user to establish event Reminders and Notifications when there are calendar event additions/deletions/changes.

Figure 2



- Changes/updates made to Google calendar immediately visible on the intranet and on the local instance for those who added or subscribed to the calendar.
- All Calendars are governed by SPS policy and procedures.
 - A standardized approach to calendar creation → naming, descriptions, task/event nomenclature.
 - Standardized nomenclature and naming conventions used across all calendars.

Accessing & Adding Calendars to LionMail Account

Figure 3: To access SPS Planning Calendars in Sites:

1. Visit <https://intranet.sps.columbia.edu/> > Log in with Duo > In the Main Menu you will see **SPS Planning Calendar**



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School of Professional Studies

Submit Intranet Feedback

- Choose top right drop-down arrow > click on/click off calendars to view

SPS Planning Calendars

About the Calendars



Academic Calendar (AC)

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

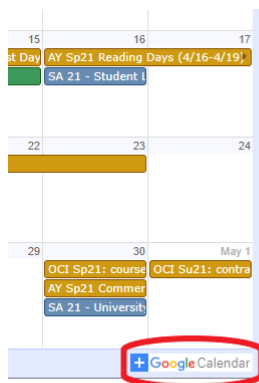
Link to calendar: [Academic Calendar \(AC\)](#)

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)

- Import calendars to your Google calendar by clicking the link in the description at right OR via the Google Calendar button below month view



CPS Deadlines (CPS)

Point of contact: Yanni Gacopoulos

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 Dev Schedule (OCI)

Point of contact: Ariel Fleurimond

Link to calendar: [Course Dev Schedule \(OCI\)](#)



- Edit Settings for each individual Calendar to set up Reminders or Notification