

# Proposed Process for Updating Faculty Office Hours

*The purpose of this process is to make the keep faculty contact information and office hours up to date and available to the campus community in an easy and efficient manner. Each faculty member will be able to submit their hours for <sup>not by</sup> ~~approval~~ by the division office, update their hours on the campus web site, and print out a form to be posted outside their office from a single, user-friendly interface.*

*User is prompted via email at the beginning of semester to enter or update office hours and contact information. User may continue to be prompted until a submission is received.*

User logs into the Portal, then clicks on link to the update site from their personal home page.

The users credentials are passed on to the update site, and the record for that user is displayed.

Users are asked to review current information and either verify that it is still correct, or to update the information. (User clicks "no change" or "edit").

If user makes no changes, one field records the date another records a "no change" status (N).

Other fields record new or changed entries, and may include:

## Contact Info

First Name \* ^

Last Name \* ^

Alternate Name (if user prefers something other than their legal name)

Office location (Bldg, Room #)

Mail box location (Bldg, Room #)

Phone/voice mail number ^

Alternate phone number

District email address ^

Alternate email address

Department \*

Division \*

\* = Required field

^ = Field initially pre-filled from existing database

Once submitted, the user has the option to preview and print a form to be posted outside office entrance.

## SPRING 2014

<b>Instructor:</b>	<b>Office #:</b>	<b>Mailbox Location:</b> LA-24
<b>Department:</b>	<b>Email:</b> @contracosta.edu	<b>Phone:</b> (510) 235-7800
<b>Division:</b>	<b>Alt Email:</b>	<b>Alt Phone:</b>

CLASS SCHEDULE				FINALS WEEK SCHEDULE	
Class/Section No.	Days	Time	Room	Date	Time

LAB SCHEDULE				FINALS WEEK SCHEDULE	
Days	Time	Room	Comment	Date	Time

OFFICE HR. SCHEDULE				FINALS WEEK SCHEDULE	
Days	Time	Room	Comment	Date	Time

Receipt of a submission puts the automatic email reminder to sleep until the next semester or session.

Upon submission, an email message is sent to the division dean and secretary, and IT Department alerting them of changes made to particular fields. Dean could respond with approval/disapproval via email.

All information entered is available in a database which can be accessed by authorized personnel via a database query and downloaded as a CSV or spreadsheet file.

The data would also be accessed by the campus website to populate appropriate pages with the information provided (unless the user has opted out, then it would only show the user's name, division, and department, and "Withheld" would appear in place of the remaining information). A directory could be divided alphabetically by name, by division, or by department. It could also be searched.

Historical data may need to be archived for a period of time (3 years?) for audit purposes.