Bluegrass Community and Technical College
2013-2014 Academics Leadership Team (ALT) Calendar

August

Aug. 6	New Faculty Orientation 1:00-4:30, Leestown Campus M-129
Aug. 9	College-wide Kick-off and Division meetings
Aug. 12	Dave Hellmich sends 1st proof of the Spring 2014 class schedule to ALT
Aug. 14	Academics Leadership Team Meeting 8:30-4:30, Leestown Campus Boardroom
Aug. 15	Cancellation of Classes 9:00-noon
Aug. 16	Classes open for late registration (8/26-27) due to Luv Robertson by Noon
Aug. 16	Division Meetings (should not conflict with Faculty Council; may be before 8/16)
Aug. 16	Faculty Council meeting 1:30-3:30, Cooper Campus
Aug. 21	Class work begins
Aug. 21-27	Registration - Add/Drop continues; tuition due at the time of Registration
Aug. 23	Ombud Orientation, 9:00-11:00 Leestown Campus M-129
Aug. 23	Last day to enter an organized class without instructor permission
Aug. 26-27	Registration continues only for faculty-approved classes
Aug. 27	ALT members return 1st proof of the Spring 2014 class schedule to the Registrar's Office
Aug. 30	ALT members consider revisions to the Spring 2014 class schedule based on Fall enrollments
Aug. 30	Fifth Friday

September

Sept. 2	**Academic Holiday (Labor Day)**
Sept. 3	Academics web content review
Sept. 4	Dave Hellmich sends 2nd proof of the Spring 2014 class schedule to ALT
Sept. 6	Program Coordinator Training 9:00-Noon, Leestown Campus M-120
Sept. 6	Faculty Council meeting 1:30-3:30, Leestown Campus
Sept. 9	Candidates for Assistant and Associate Professor must notify President's Office of their decision on promotion
Sept. 10	ALT members return 2nd proof of the Spring 2014 class schedule to the Registrar's Office, updated Spring II schedules included
Sept. 12	ALT Reading Discussion at Joseph-Beth
Sept. 13	Final Fall PeopleSoft course updates complete
Sept. 13	PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty
Sept. 13	Institutional Research requests names of all full-time faculty for Peer Evaluations
Sept. 16	Dave Hellmich sends final proof of the Spring 2014 class schedule to ALT
Sept. 17	The Course Analysis Team submits its Summer 2014 class schedule space allocation and course schedule recommendations to the ALT
Sept. 20	ALT members return final proof of the Spring 2014 class schedule to the Registrar's Office
Sept. 20	Division meetings

Sept. 20	Candidates for Full Professor must notify President Julian by letter if they decline the opportunity to go up for promotion
Sept. 23	Classes open for Fall II late registration (10/16-17) due to Luv Robertson by Noon
Sept. 25-Oct. 9	Student Evaluation of Instructors (all classes ending before 10/9)
Sept. 27	All Fall syllabi are to be filed on the server
Sept. 30	Registrar's Office posts PDF of the Spring 2014 class schedule for priority registration

October

- Coordinators complete/delegate classroom observations

Oct. 1-Nov. 8	Priority registration for Spring 2014 semester for currently enrolled students
Oct. 3	All candidates submit list of names of individuals to write letters of evaluation to President's Office
Oct. 4	Faculty Council meeting 1:30-3:30, Cooper Campus
Oct. 8	Cancellation of classes for Fall II due to low enrollment
Oct. 11	ALT members submit completed Summer 2014 room grids for Newtown Campus to Dave Hellmich
Oct. 11	Spring 2014 textbook orders due to Barnes and Noble
Oct. 12	Fall II classes begin
Oct. 15	Course Analysis Team submits its Fall 2014 class schedule space allocation recommendations to the ALT
Oct. 16	ALT members submit the Summer 2014 class schedule to the Registrar's Office
Oct. 16-17	Fall II registration continues only for faculty-approved classes
Oct. 17-20	**Academic Holidays (Thursday-Sunday Fall Break)**
Oct. 22	Course Analysis Team submits its Fall 2014 class schedule recommendations to the ALT
Oct. 25	Division meetings
Oct. 25	All Fall II syllabi are to be filed on the server

November

Nov. 1	Program Coordinator Training 9:00-Noon, Leestown Campus Conference Center
Nov. 1	Faculty Council meeting 1:30-3:30, Leestown Campus
Nov. 5	President Julian sends official letters to solicit internal letters of evaluation for candidates; each candidate writes letters to *external* individuals asking them to submit letters of recommendation to President Julian
Nov. 8	Division Assistant Dean Search Committees named and charged
Nov. 8	Sabbatical leave requests due to Assistant Deans
Nov. 12	Requests and recommendations for sabbatical due to Dean
Nov. 15	Division meetings
Nov. 17-Dec. 7	Student Evaluations of Instructors (all remaining classes ending by 12/7)
Nov. 19	Assistant Deans and Deans discuss sabbatical requests with ALT
Nov. 19	Academics web content review

Nov. 21	ALT Reading Discussion at Joseph-Beth
Nov. 22	Classes open for Spring late registration (1/16-17) due to Luv Robertson by Noon
Nov. 26	ALT members submit completed Fall 2014 room grids for Regional Campuses to Dave Hellmich
Nov. 27-Dec. 1	**Academic Holidays (Wednesday-Sunday Thanksgiving Break)**

December

Dec. 2-13	Supervisors meet with staff (faculty as needed) for mid-year review
Dec. 3	Regional Campus Fall 2014 class schedule meta-analysis; division room swap
Dec. 6	ALT members submit Fall 2014 class schedules to Registrar's Office
Dec. 6	Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews
Dec. 6	Faculty Council meeting 1:30-3:30, Cooper Campus
Dec. 7	End of class work
Dec. 8-14	Final Examinations
Dec. 13	Technical program coordinators submit Level I Program Health Reviews to Assistant Deans and Deans
Dec. 21-Jan. 5	**College Closed**

January

Jan. 7	Letters of evaluation for Full Professor due in President's Office
Jan. 8	Cancellation of Classes 9:00-Noon
Jan. 9	President's Office notifies Assistant Deans about letters of evaluation for Full Professors not yet received
Jan. 9	Faculty Council meeting 1:00-3:00, Leestown Campus
Jan. 10	Letters of evaluation for Associate Professor due in President's Office
Jan. 10	List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office
Jan. 12	Class work begins
Jan. 13	President's Office notifies Assistant Deans about letters of evaluation for Associate Professors not yet received
Jan. 13-17	Registration - Add/Drop continues; tuition due at the time of Registration
Jan. 14	Dave Hellmich sends 1st proofs of the Summer and Fall 2014 class schedules to ALT/members consider revisions based on Spring enrollments
Jan. 16-17	Registration continues only for faculty-approved classes
Jan. 17	Deans submit Level I Program Health Reviews to Vice President
Jan. 17	New Assistant Deans announced by President Julian
Jan. 17	PRNs for Full Professor due in President's Office by 3:30 PM
Jan. 17	Letters of evaluation for Assistant Professors due in President's Office
Jan. 20	**Academic Holiday (Martin Luther King Jr. Day)**
Jan. 21	ALT members return 1st proof of the Summer 2014 class schedule to the Registrar's Office

Jan. 21	President's Office notifies Assistant Deans about letters of evaluation for Assistant Professors not yet received
Jan. 24	Division meetings
Jan. 24	PRNs for Associate Professor due in President's Office by 3:30 PM
Jan. 28	ALT members return 1st proof of the Fall 2014 class schedule to Registrar's Office, updated Fall II schedules included
Jan. 28	Initiate update of 2014-15 college catalog/student handbook
Jan. 30	PRNs for Assistant Professor due in President's Office by 3:30
Jan. 31	Final Spring PeopleSoft course updates complete
Jan. 31	Vice President submits Level I Program Health Reviews to President Julian

February

Feb. 4	Dave Hellmich sends final proof of the Summer 2014 class schedule to ALT
Feb. 4	ALT initiates 2014-15 reassignment update and application process
Feb. 4	Vice President announces required Level II Program Health Reviews
Feb. 7	ALT members return final proof of the Summer 2014 class schedule to the Registrar's Office
Feb. 7	Dave Hellmich sends final proof of the Fall 2014 class schedule to ALT
Feb. 7	Program Coordinator Training 9:00-Noon, Leestown Campus Conference Center
Feb. 7	Faculty Council meeting 1:30-3:30, Cooper Campus
Feb. 11	Academics web content review
Feb. 14	ALT members return final proof of the Fall 2014 class schedule to the Registrar's Office
Feb. 17	**Academic Holiday (President's Day)**
Feb. 18	Classes open for Spring II late registration (3/12-13) due to Luv Robertson by Noon
Feb. 18	Carnegie Professor of the Year and CPE Acorn Award Nominations Considered
Feb. 21	Division meetings
Feb. 21-Mar. 7	Student Evaluation of Instructors (all classes ending by 3/7)
Feb. 21	All Spring syllabi are to be filed on the server
Feb. 21	Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion
Feb. 21-22	"Changing Classroom Cultures" Conference
Feb. 24	Registrar's Office posts PDF of the Summer 2014 class schedule for priority registration

March

Mar. 1	Faculty PPEs due to Assistant Deans
Mar. 3-Apr. 11	Priority registration for Summer/Fall 2014 for currently enrolled students
Mar. 3	Final date for College Advisory Committee on Promotion to submit recommendations on full level to President Julian for her review
Mar. 4	Final date for College Advisory Committee on Promotion to submit recommendations on Associate level promotions to President Julian for her review
Mar. 7	Faculty Council meeting 1:30-3:30, Leestown Campus

Mar. 8	Spring II classes begin
Mar. 11	Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level promotions to President Julian for her review
Mar. 12-13	Spring II registration continues only for faculty-approved classes
Mar. 13	ALT Reading Discussion at Joseph-Beth
Mar. 14	All Spring II syllabi are to be filed on the server
Mar. 17-23	**Academic Holidays (Saturday-Friday Spring Break)**
Mar. 17	Recommendations sent to KCTCS Chancellor from President Julian, either affirmative or negative, regarding promotions in rank for Professor and Associate Professor; individuals being promoted to Professor notified by President Julian
Mar. 18	Individuals being promoted to rank of Associate Professor notified and copy of letter sent to KCTCS Chancellor's Office
Mar. 21	Portfolios for system review due in KCTCS Chancellor's Office (PRNs)
Mar. 25	Course Analysis Team submits its Spring 2015 class schedule space allocation recommendations to the ALT
Mar. 28	Division meetings
Mar. 28	Textbooks for Summer 2014 due to Barnes and Noble Bookstore

April

Apr. 1	ALT Chair Academy Nominations Considered
Apr. 1	Course Analysis Team submits its Spring 2015 course schedule recommendations to the ALT
Apr. 1	ALT identifies summer Assistant Dean assignments
Apr. 4	Program Coordinator Training 9:00-Noon, Leestown Campus Conference Center
Apr. 4	Program Coordinators, faculty, and Assistant Deans submit actions plan in response to Level II Program Health Review to Deans and Vice President
Apr. 4	Annual faculty evaluation process completed by Assistant Deans and Deans
Apr. 4	Textbooks for Fall 2014 semester due to Barnes and Noble Bookstore
Apr. 4	Faculty Council meeting 1:30-3:30, Cooper Campus
Apr. 8	Academics Budgets Swept
Apr. 12-May 3	Student Evaluation of Instructors (all remaining classes ending by 5/3)
Apr. 15	Academics web content review
Apr. 18-20	**Academic Holidays (Friday-Sunday Good Friday)**
Apr. 24	ALT Reading Discussion at Joseph-Beth
Apr. 25	ALT members submit completed Spring 2015 room grids for Regional Campuses to Dave Hellmich
Apr. 25	Division meetings
Apr. 25	Summer classes open for late registration (all summer term options) due to Luv Robertson by Noon
Apr. 29	Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean

May

May 1	Letters for local promotions—Assistant Rank and Term Contract Faculty (all ranks) due to KCTCS Chancellor's Office
May 2	Regional Campus Spring 2015 class schedule meta-analysis; division room swap
May 2	Faculty Council meeting 1:30-3:30, Leestown Campus
May 3	End of class work
May 4-10	Final exams
May 9	ALT members submit Spring 2015 class schedules to Registrar's Office
May 9	Cancellation of Summer Classes (Deans working with Assistant Deans)
May 11	***Graduation***
May 13	Summer Class work begins
May 13	Registration continues only for faculty-approved classes