

Bluegrass Community and Technical College
2016-2017 Academics Leadership Team (ALT) Calendar

August

- Aug. 3 Academics Leadership Team Meeting 9:00-3:00, Newtown Campus Conference Room (CB 123)
- Aug. 4 New Faculty Orientation 1:00-4:00, Newtown Campus Conference Room (CB 123)
- Aug. 5 College-wide Kickoff and Division Meetings (latter may be on 8/12), Newtown Campus
- Aug. 8 2nd Round Fall Cancellation of Classes
- Aug. 9 Vicki Partin sends 1st proof of the Spring 2017 class schedule to ALT
- Aug. 10 Adjunct Faculty Orientation 6:00-7:30 pm
- Aug. 11 Cancellation of remaining Fall escrowed classes
- Aug. 12 Cancellation of Classes [Sent to Vicki Partin by Dean]
- Aug. 12 Classes open for late registration (all Fall terms) due by Noon
- Aug. 12 Division Meetings (should not conflict with Faculty Council; may be on 8/5)
- Aug. 12 Faculty Council meeting 1:30-3:30, Newtown Campus
- Aug. 15 Class work begins
- Aug. 15-17 Registration - Add/Drop continues; tuition due at the time of Registration
- Aug. 17 Last day to enter an organized class without instructor permission
- Aug. 18-19 Registration continues only for faculty-approved classes
- Aug. 19 Ombud Orientation 9:00-11:00, Newtown Campus Conference Room (CB 213D)
- Aug. 23 ALT members return 1st proof of the Spring 2017 class schedule to Vicki Partin
- Aug. 30 Faculty Vacation Planning Sheet - Completed electronic form approved by Assistant Dean for current academic year

September

- Sept. 1 Academics web content review
- Sept. 2 Faculty Council meeting 1:30-3:30, Newtown Campus
- Sept. 2 Coordinator Meeting 10:00-Noon, Newtown Campus
- Sept. 2 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake of their decision on promotion
- Sept. 2 Vicki Partin sends 2nd proof of the Spring 2017 class schedule to ALT
- Sept. 5 Academic Holiday (Labor Day)**
- Sept. 9 Cancellation of 12-week classes
- Sept. 9 Final Fall PeopleSoft course updates complete
- Sept. 9 PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty [Need to revise 12-month guidelines?]
- Sept. 9 ALT returns 2nd proof of Spring 2017 schedule to Vicki Partin
- Sept. 12 Start of 12-week classes
- Sept. 12 Vicki Partin sends request for list of Spring 2017 classes with bookstore course fees
- Sept. 14 ALT returns list of Spring 2017 classes with bookstore course fees
- Sept. 15 List of all full-time faculty prepared for Peer Evaluations
- Sept. 16 Division meetings
- Sept. 16 Candidates for Full Professor must notify President Julian and Beverly Drake by letter if they decline the opportunity to go up for promotion
- Sept. 19 Vicki Partin submits Summer 2017 space allocation and class schedule recommendations to the ALT
- Sept. 23 All Fall syllabi are to be filed on the server

October

- Oct. 1 Start of priority registration for Spring 2017 semester for currently enrolled students
- Oct. 1 Academic Credentials Verification Process
- Oct. 3 Coordinators complete/delegate classroom observations
- Oct. 7 Faculty Council meeting 1:30-3:30, Newtown Campus
- Oct. 7 All candidates submit list of names to Beverly Drake of internal college individuals who will write letters of evaluation
- Oct. 7 Cancellation of Fall II 8-Week Classes
- Oct. 7 ALT members submit completed Summer 2017 class schedule room grids to Vicki Partin
- Oct. 10-11 Academic Holidays (Monday-Tuesday, Fall Break)**
- Oct. 12 Fall II classes begin
- Oct. 12 ALT members submit the Summer 2017 class schedule to Vicki Partin
- Oct. 13 Vicki Partin submits Summer 2017 schedule of classes to Registrar's Office
- Oct. 14 Fall II 8-Week registration continues only for faculty-approved classes
- Oct. 14 Spring 2017 textbook orders due to Barnes and Noble
- Oct. 18 Deans and Vicki Partin submit Fall 2017 space allocation and class schedule recommendations to the ALT
- Oct. 21 Division meetings
- Oct. 28 All Fall II syllabi are to be filed on the server

November

- Nov. 1 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 addressed to President Julian but sent to Beverly Drake or directly to the candidate
- Nov. 4 Faculty Council meeting 1:30-3:30, Newtown Campus
- Nov. 4 Division Assistant Dean Search Committees named and charged
- Nov. 4 Coordinator Meeting 10:00-Noon, Newtown Campus
- Nov. 4 Sabbatical leave requests due to Assistant Deans
- Nov. 8 Academic Holiday (Presidential Election)**
- Nov. 9 Requests and recommendations for sabbatical due to Dean
- Nov. 10 ALT submits Fall 2017 room grids to Vicki Partin
- Nov. 15 Assistant Deans and Deans discuss sabbatical requests with ALT
- Nov. 15 Academics web content review
- Nov. 15 ALT meta-analysis of Fall 2017 schedule of classes
- Nov. 18 Division meetings
- Nov. 22 ALT members submit completed Fall 2017 class schedule room grids for the Regional Campuses to Vicki Partin; ALT members have completed the schedule's draft
- Nov. 22 Classes open for late registration (all Spring terms) due by Noon
- Nov. 23-27 Academic Holidays (Wednesday-Sunday, Thanksgiving Break)**
- Nov. 28 Vicki Partin submits Fall 2017 schedule of classes to Registrar's Office
- Nov. 30 1st round cancellations/Spring schedule adjustments
- Nov. 30 Technical program coordinators and coordinators of other programs required to participate in the PHR process submit Program Health Reviews to Assistant Deans and Deans

December

- Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review
- Dec. 2 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews
- Dec. 2 Faculty Council meeting 1:30-3:30, Newtown Campus
- Dec. 4 End of class work
- Dec. 5-11 Final Examinations
- Dec. 17-
Jan. 1 College Closed**

January

- Jan. 2 2nd round Spring Cancellation of Classes
- Jan. 5 Cancellation of remaining Spring escrowed classes
- Jan. 6 Cancellation of Classes
- Jan. 6 Faculty Council meeting 1:00-3:00, Newtown Campus
- Jan. 8 Letters of evaluation for Full Professor due to Beverly Drake
- Jan. 9 Class work begins
- Jan. 9-13 Registration - Add/Drop continues; tuition due at the time of Registration
- Jan. 9 Beverly Drake notifies Assistant Deans about letters of evaluation for Full Professors not yet received
- Jan. 9 Letters of evaluation for Associate Professor due to Beverly Drake
- Jan. 9 List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office
- Jan. 10 Vicki Partin sends 1st proof of the Summer 2017 class schedule to ALT
- Jan. 11 Beverly Drake notifies Assistant Deans about letters of evaluation for Associate Professors not yet received
- Jan. 12-13 Registration continues only for faculty-approved classes
- Jan. 13 Deans submit Program Health Reviews to Vice President
- Jan. 13 New Assistant Deans announced by President Julian
- Jan. 13 PRNs for Full Professor due to Beverly Drake
- Jan. 13 Letters of evaluation for Assistant Professors due to Beverly Drake
- Jan. 16 Academic Holiday (Martin Luther King, Jr. Day)**
- Jan. 17 ALT members return 1st proof of the Summer 2017 class schedule to Vicki Partin
- Jan. 17 Beverly Drake notifies Assistant Deans about letters of evaluation for Assistant Professors not yet received
- Jan. 24 Vicki Partin sends 1st proof of the Fall 2017 class schedule to ALT
- Jan. 26 Initiate update of 2017-18 college catalog
- Jan. 20 Division meetings
- Jan. 27 PRNs for Associate Professor due to Beverly Drake
- Jan. 27 PRNs for Assistant Professor due to Beverly Drake
- Jan. 27 Final Spring PeopleSoft course updates complete
- Jan. 31 Vicki Partin sends 2nd proof of Summer 2017 schedule of classes to ALT

February

- Feb. 3 Cancellation of Spring II 12-Week Classes
- Feb. 3 ALT returns 2nd proof of Summer 2017 class schedule to Vicki Partin
- Feb. 3 Coordinator Meeting 10:00-Noon, Newtown Campus
- Feb. 3 Faculty Council meeting 1:30-3:30, Newtown Campus
- Feb. 6 Spring II 12-week classes begin
- Feb. 7 ALT initiates 2017-18 reassignment update and application process
- Feb. 7 The Division Assistant Dean will solicit and receive input from program/area faculty for Coordinator positions. (Division Assistant Dean will provide a written summary to the appropriate Academic Dean summarizing the input received on recommendations for the Coordinator positions by February 15.)
- Feb. 7 ALT members return 1st proof of the Fall 2017 class schedule to Vicki Partin
- Feb. 7 Academics web content review
- Feb. 8 Vicki Partin sends request for list of Summer 2017 classes with bookstore course fees
- Feb. 8-9 Registration for Spring II 12-week classes continues only for faculty-approved classes
- Feb. 13 Academic Holiday (President's Day)**
- Feb. 14 Vicki Partin sends 2nd proof of the Fall 2017 class schedule to ALT
- Feb. 14 Carnegie Professor of the Year and CPE Acorn Award Nominations Considered
- Feb. 15 A final written recommendation for coordinator positions will be submitted by the appropriate Academic Dean to the Academic VP.
- Feb. 15 ALT returns list of Summer 2017 classes with bookstore course fees
- Feb. 17 ALT members return final proof of the Fall 2017 class schedule to Vicki Partin
- Feb. 17 Division meetings
- Feb. 17 All Spring syllabi are to be filed on the server
- Feb. 17 Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion
- Feb. 24 Registrar's Office posts PDFs of the Summer and Fall 2017 class schedules for priority registration

March

- Mar. 1 Faculty PPEs due to Assistant Deans
- Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on full level to President Julian for her review
- Mar. 1 Academic Credentials Verification Process
- Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Associate level promotions to President Julian for her review
- Mar. 1 Start of priority registration for Summer/Fall 2017 for currently enrolled students
- Mar. 2 Final date for College Advisory Committee on Promotion to submit recommendations on full level to President Julian for her review
- Mar. 2 Final date for College Advisory Committee on Promotion to submit recommendations on Associate level promotions to President Julian for her review
- Mar. 3 Cancellation of Spring II 8-Week Classes
- Mar. 3 Faculty Council meeting 1:30-3:30, Newtown Campus
- Mar. 6 Spring II 8-week classes begin
- Mar. 7 Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level promotions to President Julian for her review
- Mar. 8-9 Spring II 8-week registration continues only for faculty-approved classes
- Mar. 9 Spring II syllabi are to be filed on the server
- Mar. 13-19 Academic Holidays (Saturday-Friday, Spring Break)**

Mar. 13 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 and Associate Professor notified by President Julian

Mar. 15 The Academic Vice President will notify respective coordinators of appointment to the position of program/area coordinator. The Academic Deans and Assistant Deans will be copied.

Mar. 17 Portfolios for system review due in KCTCS Chancellor's Office (PRNs)

Mar. 21 Deans and Vicki Partin submit Spring 2018 space allocation and class schedule recommendations to ALT

Mar. 22 Textbooks for Summer 2017 due to Barnes and Noble Bookstore

Mar. 24 Division meetings

Mar. 24-25 Changing Classroom Cultures Conference

Mar. 26 Process begins for two-year and four-year reviews of faculty

April

Apr. 4 ALT identifies summer Assistant Dean assignments

Apr. 4 Academics Budgets Swept

Apr. 7 Textbooks for Fall 2017 semester due to Barnes and Noble Bookstore

Apr. 7 Annual faculty evaluation process completed by Assistant Deans and Deans

Apr. 7 Faculty Council meeting 1:30-3:30, Newtown Campus

Apr. 7 Coordinator Meeting 10:00-Noon, Newtown Campus

Apr. 11 Academics web content review

Apr. 14-16 Academic Holidays (Friday-Sunday, Good Friday)

Apr. 17 Vicki Partin sends request for list of Fall 2017 classes with bookstore course fees

Apr. 21 Division meetings

Apr. 21 ALT members submit completed Spring 2018 room grids for Regional Campuses to Vicki Partin; ALT members have completed the schedule's draft

Apr. 24 ALT returns list of Fall 2017 classes with bookstore course fees

Apr. 25 Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean

Apr. 25 Regional Campus Spring 2018 class schedule meta-analysis; division room swap [8:30-10:00; Newtown Campus Conference Room]

Apr. 26 1st round cancellations/Fall schedule adjustments

Apr. 30 End of class work

May

May 1 Letters for local promotions - Assistant Rank and Term Contract Faculty (all ranks) due to KCTCS Chancellor's Office

May 1-7 Final exams

May 5 ALT members submit Spring 2018 class schedules to Vicki Partin

May 5 Cancellation of Summer Classes

May 5 Faculty Council meeting 1:30-3:30, Newtown Campus

May 5 Faculty Vacation Planning Sheet - Completed electronic form submitted to and approved by Assistant Dean for next academic year

May 7 Graduation

May 8 Vicki Partin submits Spring 2018 schedule of classes to Registrar's Office

May 15 Summer class work begins

May 15 Classes open for late registration (all Summer terms) due by Noon

May 17 Registration continues only for faculty-approved classes