

Bluegrass Community and Technical College
2017-2018 Academics Leadership Team (ALT) Calendar

August

- Aug. 1 Scheduling Coordinator sends 1st proof of Spring 2018 schedule of classes to ALT
- Aug. 3 Academics Leadership Team meeting 8:30-3:30, Newtown Campus Conference Room (CB 123)
- Aug. 4 College-wide Kickoff and Division meetings (latter may be on 8/11), Newtown Campus
- Aug. 7 2nd Round Fall Cancellation of Classes
- Aug. 7 Adjunct Faculty Orientation 5:30-8:00 pm
- Aug. 8-10 Add/Drop and Registration continues for new and continuing students
- Aug. 10 Cancellation of remaining Fall escrowed classes
- Aug. 10 New Faculty Orientation 9:00-11:30, Newtown Campus
- Aug. 11 Cancellation of Fall 16-week classes
- Aug. 11 Division meetings (should not conflict with Faculty Council; may be on 8/4)
- Aug. 11 Faculty Council meeting 1:30-3:30, Newtown Campus
- Aug. 14 Class work begins
- Aug. 14-16 Registration - Add/Drop continues; tuition due at the time of Registration
- Aug. 16 Last day to enter an organized class
- Aug. 17 ALT returns 1st proof of Spring 2018 schedule of classes to Scheduling Coordinator
- Aug. 18 Ombud Orientation 9:00-11:00, Newtown Campus Conference Room
- Aug. 29 Scheduling Coordinator sends 2nd proof of Spring 2018 schedule of classes to ALT
- Aug. 29 Faculty Vacation Planning Sheet - Completed electronic form approved by Assistant Dean for current academic year
- Aug. 31 AIM - Academic year plans and SLOs entered

September

- Sept. 1 Academics web content review
- Sept. 1 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake, Human Resources, of their decision on promotion
- Sept. 4 Academic Holiday (Labor Day)**
- Sept. 5 ALT returns 2nd proof of Spring 2018 schedule of classes to Scheduling Coordinator
- Sept. 8 Cancellation of Fall 12-week classes
- Sept. 8 Faculty Council meeting 1:30-3:30, Newtown Campus
- Sept. 8 Coordinator meeting 10:00-Noon, Newtown Campus
- Sept. 8 Final Fall PeopleSoft course updates complete
- Sept. 8 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. 11 Scheduling Coordinator sends request for list of Spring 2018 classes with bookstore course fees and modules
- Sept. 11 Scheduling Coordinator sends request for list of Spring 2018 variable credit classes
- Sept. 11 Start of Fall 12-week classes
- Sept. 13 ALT returns list of Spring 2018 classes with bookstore course fees and modules
- Sept. 13 ALT returns list of Spring 2018 variable credit classes
- Sept. 15 List of all full-time faculty prepared for Peer Evaluations
- Sept. 15 Candidates for Full Professor must notify President Julian and Beverly Drake, Human Resources, by letter if they decline the opportunity to go up for promotion
- Sept. 18 Scheduling Coordinator submits Summer 2018 space allocation and class schedule recommendations to ALT
- Sept. 22 Division meetings
- Sept. 22 All Fall syllabi are to be filed on the server

October

- Oct. 1 Start of Advising and Registration for Spring 2018 semester for currently enrolled students
- Oct. 2 Academic Credentials Verification Process
- Oct. 2 Coordinators complete/delegate classroom observations
- Oct. 3 All candidates submit list of names to Beverly Drake, Human Resources, of internal college individuals who will write letters of evaluation
- Oct. 6 Faculty Council meeting 1:30-3:30, Newtown Campus
- Oct. 6 Cancellation of Fall II 8-week Classes
- Oct. 9-10 Academic Holidays (Monday-Tuesday, Fall Break)**
- Oct. 11 ALT submits Summer 2018 schedule of classes to Scheduling Coordinator
- Oct. 11 Fall II 8-week classes begin
- Oct. 12 Scheduling Coordinator submits Summer 2018 schedule of classes to Registrar's Office
- Oct. 13 Fall II 8-week registration continues only for faculty-approved classes
- Oct. 13 Spring 2018 textbook orders due to Barnes and Noble
- Oct. 17 Scheduling Coordinator sends Fall 2018 space allocation and class schedule recommendations to ALT
- Oct. 20 Division meetings
- Oct. 27 All Fall II syllabi are to be filed on the server

November

- Nov. 3 President Julian sends official letters to solicit internal letters of evaluation for candidates; each candidate writes letters to *external* individuals asking them to submit letter of recommendation addressed to Dr. Julian but sent to Beverly Drake, Human Resources, or directly to candidate
- Nov. 3 Faculty Council meeting 1:30-3:30, Newtown Campus
- Nov. 3 Division Assistant Dean Search Committees named and charged
- Nov. 3 Coordinator meeting 10:00-Noon, Newtown Campus
- Nov. 3 Coordinator Regional Fall 2018 Schedule Analysis
- Nov. 3 Sabbatical leave requests due to Assistant Deans
- Nov. 7 Review Needed for Substantive Change Reporting to SACS/COC
- Nov. 8 Requests and recommendations for sabbatical due to Dean
- Nov. 14 Assistant Deans and Deans discuss sabbatical requests with ALT
- Nov. 14 Academics web content review
- Nov. 14 ALT meta-analysis of Fall 2018 schedule of classes
- Nov. 17 Division meetings
- Nov. 17 ALT open meeting (Goals) 2:00, Newtown Campus (CB 105, 106, 107)
- Nov. 21 ALT submits Fall 2018 schedule of classes to Scheduling Coordinator
- Nov. 22-26 Academic Holidays (Wednesday-Sunday, Thanksgiving Break)**
- Nov. 28 Scheduling Coordinator submits Fall 2018 schedule of classes to Registrar's Office
- Nov. 30 1st round Spring 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. 1 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews
- Dec. 1 Faculty Council meeting 1:30-3:30, Newtown Campus
- Dec. 3 End of class work
- Dec. 4-10 Final Examinations
- Dec. 12 Review Needed for Substantive Change Reporting to SACS/COC
- Dec. 16-
Jan. 1 College Closed**

January

- Jan. 2 Review Needed for Substantive Change Reporting to SACS/COC
- Jan. 2 2nd round Spring Cancellation of Classes
- Jan. 4 Cancellation of remaining Spring escrowed classes
- Jan. 5 Cancellation of Spring 16-week Classes
- Jan. 5 Faculty Council meeting 1:00-3:00, Newtown Campus
- Jan. 8 Class work begins
- Jan. 8-12 Add/Drop and Registration continues for new and continuing students; tuition due at the time of Registration
- Jan. 9 Letters of evaluation for Full Professor due to Beverly Drake, Human Resources
- Jan. 9 Scheduling Coordinator sends 1st proof of the Summer 2018 schedule of classes to ALT
- Jan. 10 Last day to enter an organized class without instructor's permission
- Jan. 11 Beverly Drake, Human Resources, will notify Assistant Deans about letters of evaluation for Full Professors not yet received
- Jan. 11 Letters of evaluation for Associate Professor due to Beverly Drake, Human Resources
- Jan. 11 List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office
- Jan. 12 Beverly Drake, Human Resources, will notify Assistant Deans about letters of evaluation for Associate Professors not yet received
- Jan. 12 Deans submit Program Health Reviews to Vice President
- Jan. 12 New Assistant Deans announced by President Julian
- Jan. 15 Academic Holiday (Martin Luther King, Jr. Day)**
- Jan. 16 PRNs for Full Professor due to Beverly Drake, Human Resources
- Jan. 16 Letters of evaluation for Assistant Professors due to Beverly Drake, Human Resources
- Jan. 16 ALT returns 1st proof of the Summer 2018 schedule of classes to Scheduling Coordinator
- Jan. 19 Beverly Drake, Human Resources, will notify Assistant Deans about letters of evaluation for Assistant Professors not yet received
- Jan. 19 Division meetings
- Jan. 23 Scheduling Coordinator sends 1st proof of the Fall 2018 schedule of classes to ALT
- Jan. 23 PRNs for Associate Professor due to Beverly Drake, Human Resources
- Jan. 25 Initiate update of 2018-19 college catalog
- Jan. 26 Final Spring PeopleSoft course updates complete
- Jan. 30 PRNs for Assistant Professor due to Beverly Drake, Human Resources
- Jan. 30 Scheduling Coordinator sends 2nd proof of Summer 2018 schedule of classes to ALT

February

- Feb. 2 Cancellation of Spring II 12-Week Classes
- Feb. 2 Faculty Council meeting 1:30-3:30, Newtown Campus
- Feb. 2 Coordinator meeting 10:00-Noon, Newtown Campus
- Feb. 5 ALT returns 2nd proof of Summer 2018 schedule classes to Scheduling Coordinator
- Feb. 5 Spring II 12-week classes begin
- Feb. 6 Review Needed for Substantive Change Reporting to SACS/COC
- Feb. 6 ALT initiates 2018-19 reassignment update and application process
- Feb. 6 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. 6 ALT returns 1st proof of the Fall 2018 schedule of classes to Scheduling Coordinator
- Feb. 6 Academics web content review
- Feb. 8 Scheduling Coordinator sends request for list of Summer 2018 classes with bookstore course fees and modules
- Feb. 8 Scheduling Coordinator sends request for list of Summer 2018 variable credit classes
- Feb. 8 Registration for Spring II 12-week classes continues only for faculty-approved classes
- Feb. 12 Academic Holiday (President's Day)**
- Feb. 13 Scheduling Coordinator sends 2nd proof of the Fall 2018 schedule of classes to ALT
- Feb. 13 Scheduling Coordinator sends request for list of Fall 2018 variable credit classes
- Feb. 13 Carnegie Professor of the Year and CPE Acorn Award Nominations considered
- Feb. 14 ALT returns list of Summer 2018 classes with bookstore course fees and modules
- Feb. 14 ALT returns list of Summer 2018 variable credit classes
- Feb. 14 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 Fall 2018 variable credit classes
- Feb. 16 ALT returns 2nd proof of the Fall 2018 schedule of classes to Scheduling Coordinator
- Feb. 16 Division meetings
- Feb. 16 All Spring syllabi are to be filed on the server
- Feb. 16 Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion

March

- Mar. 1 Faculty PPEs due to Assistant Deans
- Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Full Professor level to President Julian for 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 review
- Mar. 1 Priority Advising and Registration opens for Summer/Fall 2018 semesters for currently enrolled students
- Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level promotions to President Julian for review
- Mar. 2 Cancellation of Spring II 8-Week Classes
- Mar. 2 Faculty Council meeting 1:30-3:30, Newtown Campus
- Mar. 5 Spring II 8-week classes begin
- Mar. 6 Review Needed for Substantive Change Reporting to SACS/COC
- Mar. 8 Spring II 8-week registration continues only for faculty-approved classes
- Mar. 9 Spring II syllabi are to be filed on the server

Mar. 12-18 Academic Holidays (Saturday-Friday, Spring Break)
 Mar. 13 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. 16 Portfolios for system review due in KCTCS Chancellor's Office (PRNs)
 Mar. 20 Scheduling Coordinator submits Spring 2019 space allocation and class schedule recommendations to ALT
 Mar. 22 Textbooks for Summer 2018 due to Barnes and Noble Bookstore
 Mar. 23 Division meetings
 Mar. 23-24 Tentative dates for Changing Classroom Cultures Conference
 Mar. 26 Process begins for two-year and four-year reviews of faculty
 March 31- **Academic Holidays (Friday-Sunday, Good Friday)**
 April 1

April

Apr. 2 ALT identifies summer Assistant Dean assignments
 Apr. 2 Academics budgets swept
 Apr. 3 Review Needed for Substantive Change Reporting to SACS/COC
 Apr. 6 Textbooks for Fall 2018 semester due to Barnes and Noble Bookstore
 Apr. 6 Annual faculty evaluation process completed by Assistant Deans and Deans
 Apr. 6 Faculty Council meeting 1:30-3:30, Newtown Campus
 Apr. 6 Coordinator meeting 10:00-Noon, Newtown Campus
 Apr. 6 Coordinator Regional Spring 2019 Schedule Analysis
 Apr. 9 Scheduling Coordinator sends request for list of Fall 2018 schedule of classes with bookstore course fees and modules
 Apr. 10 Academics web content review
 Apr. 16 ALT returns list of Fall 2018 classes with bookstore course fees and modules
 Apr. 20 Division meetings
 Apr. 24 Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean
 Apr. 25 1st round cancellations/Fall 2018 schedule adjustments
 Apr. 29 End of class work
 Apr. 30 - Final exams (Mon. - Sun.)
 May 6

May

May 1 Letters for local promotions - Assistant Rank and Term Contract Faculty (all ranks) due in KCTCS Chancellor's Office
 May 4 ALT submits Spring 2019 schedule of classes to Scheduling Coordinator
 May 4 Faculty Council meeting 1:30-3:30, Newtown Campus
 May 4 Faculty Vacation Planning Sheet - Completed electronic form submitted to and approved by Assistant Dean for next academic year

TBA Graduation

May 7 Scheduling Coordinator submits Spring 2019 schedule of classes to Registrar's Office
 May 8 Review Needed for Substantive Change Reporting to SACS/COC
 May 31 AIM complete - End of year assessments completed