

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. 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. 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. 16-
Jan. 1 College Closed**

January

- 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 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. 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 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. 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. 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 31 AIM complete - End of year assessments completed