

**Bluegrass Community and Technical College
2014-2015 Academics Leadership Team (ALT) Calendar**

August

- Aug. 5 New Faculty Orientation 1:00-4:00, Newtown Campus Conference Room
- Aug. 8 College-wide Kick-off and Division Meetings (latter may be on 8/15), Newtown Campus
- Aug. 11 Dave Hellmich sends 1st proof of the Spring 2015 class schedule to ALT
- Aug. 13 Academics Leadership Team Meeting 9:00-3:00, Newtown Campus Conference Room
- Aug. 14 Cancellation of Classes [Sent to Vick P by Dean]
- Aug. 15 Classes open for late registration (8/21-22) due to Dave by Noon
- Aug. 15 Division Meetings (should not conflict with Faculty Council; may be on 8/8)
- Aug. 15 Faculty Council meeting 1:30-3:30, Cooper Campus
- Aug. 18 Class work begins
- Aug. 18-22 Registration - Add/Drop continues; tuition due at the time of Registration
- Aug. 22 Ombud Orientation, 9:00-11:00 Leestown Campus M-129
- Aug. 20 Last day to enter an organized class without instructor permission
- Aug. 21-22 Registration continues only for faculty-approved classes
- Aug. 26 ALT members return 1st proof of the Spring 2015 class schedule to the Dave and Vicki P
- Aug. 29 Coordinator Meeting 9:00-Noon, Leestown Campus C-136

September

- Sept. 1 Academic Holiday (Labor Day)**
- Sept. 2 Academics web content review
- Sept. 2 Classes open for Fall II (12-week session) late registration (9/17-19) due to Dave by Noon
- Sept. 4 Special ALT
- Sept. 5 Faculty Council meeting 1:30-3:30, Leestown Campus
- Sept. 5 Candidates for Assistant and Associate Professor must notify President's Office of their decision on promotion
- Sept. 12 Dave Hellmich sends 2nd proof of the Spring 2015 class schedule to ALT
- Sept. 12 Final Fall PeopleSoft course updates complete
- Sept. 12 PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty
- Sept. 12 Institutional Research requests names of all full-time faculty for Peer Evaluations
- Sept. 16 Dave and Vicki P submit Summer 2015 space allocation and class schedule recommendations to the ALT
- Sept. 19 ALT members return 2nd proof of the Spring 2015 class schedule to Dave and Vicki P
- Sept. 19 Dean Search Announced
- Sept. 19 Division meetings
- Sept. 19 Candidates for Full Professor must notify President Julian by letter if they decline the opportunity to go up for promotion
- Sept. 26 All Fall syllabi are to be filed on the server
- Sept. 28- Student Evaluation of Instructors (all classes ending before 10/12)
- Oct. 12
- Sept. 30 Registrar's Office posts PDF of the Spring 2015 class schedule for priority registration

October

- Coordinators complete/delegate classroom observations
- Oct. 1- Start of priority registration for Spring 2015 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. 3 Faculty Council meeting 1:30-3:30, Newtown Campus
- Oct. 7 Cancellation of Fall II Classes
- Oct. 10 ALT members submit completed Summer 2015 class schedule room grids to Dave
- Oct. 10 Dean Search Committee Charged, 9:00-10:30, Newtown 213D
- Oct. 10 Spring 2015 textbook orders due to Barnes and Noble
- Oct. 13-14 Academic Holidays (Monday-Tuesday Fall Break)**
- Oct. 15 Fall II classes begin
- Oct. 15 ALT members submit the Summer 2015 class schedule to Dave and Vicki P
- Oct. 16 Special ALT
- Oct. 16-17 Fall II registration continues only for faculty-approved classes
- Oct. 17 Division meetings
- Oct. 21 Dave and Vicki P submit Fall 2015 space allocation and class schedule recommendations to the ALT
- Oct. 24 All Fall II syllabi are to be filed on the server
- Oct. 30 Special ALT
- Oct. 31 Completion of Dean search announced by President Julian
- Oct. 31 Coordinator Meeting 9:00-Noon, Leestown Campus C-136

November

- Nov. 4 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. 7 Faculty Council meeting 1:30-3:30, Cooper Campus
- Nov. 7 Division Assistant Dean Search Committees named and charged
- Nov. 7 Sabbatical leave requests due to Assistant Deans
- Nov. 11 Requests and recommendations for sabbatical due to Dean
- Nov. 21 Division meetings
- Nov. 18 Assistant Deans and Deans discuss sabbatical requests with ALT
- Nov. 18 Academics web content review
- Nov. 20 Special ALT
- Nov. 21 ALT members submit completed Fall 2015 class schedule room grids for the Regional Campuses to Dave; ALT members have completed the schedule's draft
- Nov. 21 Classes open for Spring late registration (1/15-16) due to Dave by Noon
- Nov. 24- Student Evaluations of Instructors (all remaining classes ending by 12/14)
- Dec. 14
- Nov. 26-30 Academic Holidays (Wednesday-Sunday Thanksgiving Break)**

December

- Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review
- Dec. 2 Regional Campus Fall 2015 class schedule meta-analysis; division room swap [second hour of ALT]
- Dec. 4 ALT members submit Fall 2015 class schedules to Dave and Vicki P
- Dec. 5 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews
- Dec. 5 Faculty Council meeting 1:30-3:30, Leestown Campus
- Dec. 7 End of class work
- Dec. 8-14 Final Examinations
- Dec. 12 Technical program coordinators submit Program Health Reviews to Assistant Deans and Deans
- Dec. 20-
Jan. 4 College Closed**

January

- Jan. 8 Cancellation of Classes
- Jan. 8 Faculty Council meeting 1:00-3:00, Cooper Campus
- Jan. 9 Letters of evaluation for Full Professor due in President's Office
- Jan. 12 President's Office notifies Assistant Deans about letters of evaluation for Full Professors not yet received
- Jan. 12 Letters of evaluation for Associate Professor due in President's Office
- Jan. 12 List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office
- Jan. 12 Class work begins
- Jan. 13 Dave sends 1st proof of the Summer 2015 class schedule to ALT
- Jan. 14 President's Office notifies Assistant Deans about letters of evaluation for Associate Professors not yet received
- Jan. 12-14 Registration - Add/Drop continues; tuition due at the time of Registration
- Jan. 15-16 Registration continues only for faculty-approved classes
- Jan. 16 Deans submit Program Health Reviews to Vice President
- Jan. 16 New Assistant Deans announced by President Julian
- Jan. 16 PRNs for Full Professor due in President's Office by 3:30 PM
- Jan. 16 Letters of evaluation for Assistant Professors due in President's Office
- Jan. 19 Academic Holiday (Martin Luther King Jr. Day)**
- Jan. 20 ALT members return 1st proof of the Summer 2015 class schedule to Dave and Vicki P
- Jan. 20 Classes open for Spring II (12-week session) late registration (2/10-12) due to Dave by Noon
- Jan. 20 President's Office notifies Assistant Deans about letters of evaluation for Assistant Professors not yet received
- Jan. 23 Division meetings
- Jan. 23 PRNs for Associate Professor due in President's Office by 3:30 PM
- Jan. 27 Dave sends 1st proof of the Fall 2015 class schedule to ALT
- Jan. 27 Initiate update of 2015-16 college catalog
- Jan. 29 Special ALT
- Jan. 30 PRNs for Assistant Professor due in President's Office by 3:30

Jan. 30 Final Spring PeopleSoft course updates complete

February

Feb. 3 Dave sends final proof of the Summer 2015 class schedule to ALT
 Feb. 3 ALT initiates 2015-16 reassignment update and application process
 Feb. 6 ALT members return final proof of the Summer 2015 class schedule to Dave and Vicki P
 Feb. 6 ALT members return 1st proof of the Fall 2015 class schedule to Dave and Vicki P
 Feb. 6 Coordinator Meeting 9:00-Noon, Leestown Campus C-136
 Feb. 6 Faculty Council meeting 1:30-3:30, Leestown Campus
 Feb. 10 Academics web content review
Feb. 16 Academic Holiday (President's Day)
 Feb. 17 Dave sends final proof of the Fall 2015 class schedule to ALT
 Feb. 17 [Carnegie Professor of the Year](#) and [CPE Acorn Award](#) Nominations Considered
 Feb. 19 Special ALT
 Feb. 20 ALT members return final proof of the Fall 2015 class schedule to Dave and Vicki P
 Feb. 20 Division meetings
 Feb. 20 All Spring syllabi are to be filed on the server
 Feb. 20 Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion
 Feb. 27-28 "Changing Classroom Cultures" Conference
 Feb. 22- Student Evaluation of Instructors (all classes ending by 3/8)
 Mar. 8
 Feb. 27 Registrar's Office posts PDFs of the Summer and Fall 2015 class schedules for priority registration

March

Mar. 2 Faculty PPEs due to Assistant Deans
 Mar. 2 Cancellation of Spring II Classes
 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. 2- Start of priority registration for Summer/Fall 2015 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. 6 Faculty Council meeting 1:30-3:30, Newtown Campus
 Mar. 9 Spring II classes begin
 Mar. 9 Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level promotions to President Julian for her review
 Mar. 11-12 Spring II registration continues only for faculty-approved classes
 Mar. 13 All Spring II syllabi are to be filed on the server
Mar. 15-20 Academic Holidays (Sunday-Friday Spring Break)

- Mar. 16 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. 20 Portfolios for system review due in KCTCS Chancellor's Office (PRNs)
- Mar. 24 Dave and Vicki P submit Spring 2016 space allocation and class schedule recommendations to ALT
- Mar. 26 Special ALT
- Mar. 27 Division meetings
- Mar. 27 Textbooks for Summer 2015 due to Barnes and Noble Bookstore

April

- Apr. 3-5 Academic Holidays (Friday-Sunday Good Friday)**
- Apr. 3 Coordinator Meeting 9:00-Noon, Leestown Campus C-136
- Apr. 3 Textbooks for Fall 2015 semester due to Barnes and Noble Bookstore
- Apr. 3 Annual faculty evaluation process completed by Assistant Deans and Deans
- Apr. 7 ALT [Chair Academy](#) Nominations Considered
- Apr. 7 ALT identifies summer Assistant Dean assignments
- Apr. 7 Academics Budgets Swept
- Apr. 10 Faculty Council meeting 1:30-3:30, Cooper Campus
- Apr. 14 Academics web content review
- Apr. 19- May 10 Student Evaluation of Instructors (all remaining classes ending by 5/10)
- Apr. 28 ALT members submit completed Spring 2016 room grids for Regional Campuses to Dave; ALT members have completed the schedule's draft
- Apr. 23 Special ALT
- Apr. 24 Division meetings
- Apr. 24 Summer classes open for late registration (all summer term options) due to Dave by Noon
- Apr. 28 Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean

May

- May 1 Regional Campus Spring 2016 class schedule meta-analysis; division room swap [8:30-10:00; Newtown Campus Conference Room]
- May 1 Faculty Council meeting 1:30-3:30, Leestown Campus
- May 1 Letters for local promotions—Assistant Rank and Term Contract Faculty (all ranks) due to KCTCS Chancellor's Office
- May 3 End of class work
- May 4-10 Final exams
- May 8 ALT members submit Spring 2016 class schedules to Dave and Vicki P
- May 8 Cancellation of Summer Classes
- May 9 Graduation**
- May 12 Summer Class work begins
- May 13 Registration continues only for faculty-approved classes