

**Bluegrass Community and Technical College  
2015-2016 Academics Leadership Team (ALT) Calendar**

**August**

- Aug. 5 Academics Leadership Team Meeting 8:30-3:30, Newtown Campus Conference Room
- Aug. 6 New Faculty Orientation 1:00-4:00, Newtown Campus Conference Room
- Aug. 7 College-wide Kick-off and Division Meetings (latter may be on 8/14), Newtown Campus
- Aug. 11 Vicki Partin sends 1<sup>st</sup> proof of the Spring 2016 class schedule to ALT
- Aug. 13 Cancellation of Classes [Sent to Vick Partin by Dean]
- Aug. 14 Classes open for late registration (all fall terms) due to Luv by Noon
- Aug. 14 Division Meetings (should not conflict with Faculty Council; may be on 8/7)
- Aug. 14 Faculty Council meeting 1:30-3:30, Newtown Campus
- Aug. 17 Class work begins
- Aug. 17-21 Registration - Add/Drop continues; tuition due at the time of Registration
- Aug. 19 Last day to enter an organized class without instructor permission
- Aug. 20-21 Registration continues only for faculty-approved classes
- Aug. 21 Ombud Orientation, 9:00-11:00 Newtown Campus 213D Conference room
- Aug. 26 ALT members return 1<sup>st</sup> proof of the Spring 2016 class schedule to Vicki Partin

**September**

- Sept. 1 Academics web content review
- Sept. 3 Special ALT
- Sept. 4 Faculty Council meeting 1:30-3:30, Newtown Campus
- Sept. 4 Coordinator Meeting 10:00-Noon, Newtown Campus
- Sept. 4 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake of their decision on promotion
- Sept. 7 Academic Holiday (Labor Day)**
- Sept. 11 Vicki Partin sends 2<sup>nd</sup> proof of the Spring 2016 class schedule to ALT
- Sept. 11 Final Fall PeopleSoft course updates complete
- Sept. 11 PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty
- Sept. 11 Institutional Research requests names of all full-time faculty for Peer Evaluations
- Sept. 16 Deans and Vicki Partin submit Summer 2016 space allocation and class schedule recommendations to the ALT
- Sept. 18 ALT members return 2<sup>nd</sup> proof of the Spring 2016 class schedule to Vicki Partin
- Sept. 18 Division meetings
- Sept. 18 Candidates for Full Professor must notify President Julian and Beverly Drake by letter if they decline the opportunity to go up for promotion
- Sept. 25 All Fall syllabi are to be filed on the server
- Sept. 30 Registrar's Office posts PDF of the Spring 2016 class schedule for priority registration

## October

- Coordinators complete/delegate classroom observations
- Oct. 1- Start of priority registration for Spring 2016 semester for currently enrolled students
- Oct. 2 Faculty Council meeting 1:30-3:30, Newtown Campus
- Oct. 2 All candidates submit list of names to Beverly Drake of internal college individuals who will write letters of evaluation
- Oct. 9 Cancellation of Fall II 8-Week Classes
- Oct. 9 ALT members submit completed Summer 2016 class schedule room grids to Vicki Partin
- Oct. 9 Spring 2016 textbook orders due to Barnes and Noble
- Oct. 14 Fall II classes begin
- Oct. 14 ALT members submit the Summer 2016 class schedule to Vicki Partin
- Oct. 15-16 Academic Holidays (Thursday-Friday Fall Break)**
- Oct. 15-16 Fall II 8-Week registration continues only for faculty-approved classes
- Oct. 20 Deans and Vicki Partin submit Fall 2016 space allocation and class schedule recommendations to the ALT
- Oct. 23 Division meetings
- Oct. 23 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 letters of recommendation addressed to President Julian but sent to Beverly Drake or directly to the candidate
- Nov. 6 Faculty Council meeting 1:30-3:30, Newtown Campus
- Nov. 6 Division Assistant Dean Search Committees named and charged
- Nov. 6 Coordinator Meeting 10:00-Noon, Newtown Campus
- Nov. 6 Sabbatical leave requests due to Assistant Deans
- Nov. 10 Requests and recommendations for sabbatical due to Dean
- Nov. 17 Assistant Deans and Deans discuss sabbatical requests with ALT
- Nov. 17 Academics web content review
- Nov. 19 ALT members submit completed Fall 2016 class schedule room grids for the Regional Campuses to Vicki Partin; ALT members have completed the schedule's draft
- Nov. 20 Division meetings
- Nov. 23 Classes open for late registration (all spring terms) due to Luv by Noon
- Nov. 25-29 Academic Holidays (Wednesday-Sunday Thanksgiving Break)**

**December**

- Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review
- Dec. 1 Regional Campus Fall 2016 class schedule meta-analysis; division room swap [second hour of ALT]
- Dec. 4 ALT members submit Fall 2016 class schedules to Vicki Partin
- Dec. 4 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews
- Dec. 4 Faculty Council meeting 1:30-3:30, Newtown Campus
- Dec. 6 End of class work
- Dec. 7-13 Final Examinations
- Dec. 11 Technical program coordinators submit Program Health Reviews to Assistant Deans and Deans
- Dec. 19-  
Jan. 3 College Closed**

**January**

- Jan. 7 Cancellation of Classes
- Jan. 8 Faculty Council meeting 1:00-3:00, Newtown Campus
- Jan. 8 Letters of evaluation for Full Professor due to Beverly Drake
- Jan. 11 Class work begins
- Jan. 11-13 Registration - Add/Drop continues; tuition due at the time of Registration
- Jan. 11 Beverly Drake notifies Assistant Deans about letters of evaluation for Full Professors not yet received
- Jan. 11 Letters of evaluation for Associate Professor due to Beverly Drake
- Jan. 11 List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office
- Jan. 12 Vicki Partin sends 1<sup>st</sup> proof of the Summer 2016 class schedule to ALT
- Jan. 13 Beverly Drake notifies Assistant Deans about letters of evaluation for Associate Professors not yet received
- Jan. 14-15 Registration continues only for faculty-approved classes
- Jan. 15 Deans submit Program Health Reviews to Vice President
- Jan. 15 New Assistant Deans announced by President Julian
- Jan. 15 PRNs for Full Professor due to Beverly Drake
- Jan. 15 Letters of evaluation for Assistant Professors due to Beverly Drake
- Jan. 18 Academic Holiday (Martin Luther King Jr. Day)**
- Jan. 19 ALT members return 1<sup>st</sup> proof of the Summer 2016 class schedule to Vicki Partin
- Jan. 19 Beverly Drake notifies Assistant Deans about letters of evaluation for Assistant Professors not yet received
- Jan. 22 Division meetings
- Jan. 22 PRNs for Associate Professor due to Beverly Drake
- Jan. 26 Vicki Partin sends 1<sup>st</sup> proof of the Fall 2016 class schedule to ALT
- Jan. 26 Initiate update of 2016-17 college catalog
- Jan. 29 PRNs for Assistant Professor due to Beverly Drake
- Jan. 29 Final Spring PeopleSoft course updates complete

**February**

- Feb. 2 Vicki Partin sends final proof of the Summer 2016 class schedule to ALT
- Feb. 2 ALT initiates 2016-17 reassignment update and application process
- Feb. 2 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 position by February 15).
- Feb. 4 Cancellation of Spring II 12-Week Classes
- Feb. 5 ALT members return final proof of the Summer 2016 class schedule to Vicki Partin
- Feb. 5 ALT members return 1st proof of the Fall 2016 class schedule to Vicki Partin
- Feb. 5 Coordinator Meeting 10:00-Noon, Newtown Campus
- Feb. 5 Faculty Council meeting 1:30-3:30, Newtown Campus
- Feb. 6 Spring II 12-week classes begin
- Feb. 8-9 Registration for Spring II 12-week continues only for faculty-approved classes
- Feb. 9 Academics web content review
- Feb. 15 Academic Holiday (President's Day)**
- Feb. 16 Vicki Partin sends final proof of the Fall 2016 class schedule to ALT
- Feb. 16 [Carnegie Professor of the Year](#) and [CPE Acorn Award](#) Nominations Considered
- Feb. 16-28 A final written recommendation for coordinator positions will be submitted by the appropriate Academic Dean to the Academic VP.
- Feb. 19 ALT members return final proof of the Fall 2016 class schedule to Vicki Partin
- Feb. 19 Division meetings
- Feb. 19 All Spring syllabi are to be filed on the server
- Feb. 19 Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion
- Feb. 26-27 "Changing Classroom Cultures" Conference
- Feb. 26 Registrar's Office posts PDFs of the Summer and Fall 2016 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 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 2016 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. 4 Cancellation of Spring II 8-Week Classes
- Mar. 4 Faculty Council meeting 1:30-3:30, Newtown Campus
- Mar. 7 Spring II 8-week classes begin

- Mar. 8 Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level promotions to President Julian for her review
- Mar. 9-10 Spring II 8-week registration continues only for faculty-approved classes
- Mar. 11 Spring II syllabi are to be filed on the server
- Mar. 12-18 Academic Holidays (Saturday-Friday Spring Break)**
- Mar. 14 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. 18 Portfolios for system review due in KCTCS Chancellor's Office (PRNs)
- Mar. 22 Deans and Vicki Partin submit Spring 2017 space allocation and class schedule recommendations to ALT
- Mar. 22 Process begins for two-year and four-year reviews of faculty
- Mar. 24 Textbooks for Summer 2016 due to Barnes and Noble Bookstore
- Mar. 25-27 Academic Holidays (Friday-Sunday Good Friday)**
- April**
- Apr. 1 Division Meetings
- Apr. 1 Textbooks for Fall 2016 semester due to Barnes and Noble Bookstore
- Apr. 1 Annual faculty evaluation process completed by Assistant Deans and Deans
- Apr. 5 ALT [Chair Academy](#) Nominations Considered
- Apr. 5 ALT identifies summer Assistant Dean assignments
- Apr. 5 Academics Budgets Swept
- Apr. 8 Faculty Council meeting 1:30-3:30, Newtown Campus
- Apr. 8 Coordinator Meeting 10:00-Noon, Newtown Campus
- Apr. 12 Academics web content review
- Apr. 22 Division meetings
- Apr. 22 Classes open for late registration (all summer terms) due to Luv by Noon
- Apr. 26 ALT members submit completed Spring 2017 room grids for Regional Campuses to Vicki Partin; ALT members have completed the schedule's draft
- Apr. 26 Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean
- Apr. 29 Regional Campus Spring 2017 class schedule meta-analysis; division room swap [8:30-10:00; Newtown Campus Conference Room]
- May**
- May 1 Letters for local promotions—Assistant Rank and Term Contract Faculty (all ranks) due to KCTCS Chancellor's Office
- May 1 End of class work
- May 2-8 Final exams
- May 6 ALT members submit Spring 2017 class schedules to Vicki Partin
- May 6 Cancellation of Summer Classes
- May 6 Faculty Council meeting 1:30-3:30, Newtown Campus
- May 14?? Graduation**
- May 16 Summer Class work begins
- May 17 Registration continues only for faculty-approved classes