



ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR **Academic Year 2024-2025**

ADJUNCT INSTRUCTORS

Board Approval for Adjunct Instructors

Human Resources will provide each division with a listing of their current adjunct faculty for divisions to indicate who will be returning each semester. The list will be distributed to divisions at least six (6) weeks prior to the Board meeting.

<u>Semester/Session</u>	<u>Board Meeting</u>
Fall 2024	July 2024
Winter 2025	December 2024
Spring 2025	January 2025
Summer 2025	May 2025
Fall 2025	July 2025

Notice of Part-time Tentative Semester Course Assignment (Continuing Adjunct Instructors). Continuing adjunct instructors should be notified of their continuing assignments eight (8) weeks before the beginning of the semester.

<u>Fall 2024</u>	<u>Spring 2025</u>
July 1	December 20

Notice of Part-time Tentative Semester Course Assignment (New Adjunct Instructors)

Notices for new adjunct instructors should be submitted to the division office for signature as soon as possible after agreement is reached for employment.

The Vice President's signature is only required for loads greater than 67% for continuing and new adjunct instructors.

ADMISSIONS & RECORDS - IMPORTANT DATES

REGISTRATION INFORMATION

SUMMER 2024

Registration Begins: Monday, May 13, 2024
Registration Ends: Monday, June 17, 2024

FALL 2024

Registration Begins: Monday, May 20, 2024
Registration Ends: Monday, August 26, 2024

WINTER 2025

Registration Begins: TBD
Registration Ends:

SPRING 2025

Registration Begins: TBD
Registration Ends:

Academic Affairs – 2024-2025 Administrative Calendar

GRADE FORECAST DATES

FALL 2024

Forecast of Grades Begins: TBD

Forecast of Grades Ends:

SPRING 2025

Forecast of Grades Begins: TBD

Forecast of Grades Ends:

ADMINISTRATIVE SERVICES (Miscellaneous Deadlines)

March 14, 2025	Cut-off date for all supply and equipment requisitions for <u>all</u> funds charged to 2024-25 budget.
May 9, 2025	Cut-off date for buying merchandise on 2024-25 <u>open</u> blanket Purchase Orders.
May 9, 2025	Cut-off date for buying Complete Office on-line office supplies for 2024-25.
June 20, 2025	Cut-off date for submitting any packing lists and invoices for services (travel, conferences, repairs, contracts, PSAs, etc.) for the 2024-25 fiscal year.
June 20, 2025	Cut-off date to receive merchandise or services for the 2024-25 fiscal year.
Date TBD	FY 2025-26 – Please wait until you receive notice from Purchasing when to begin processing requisitions for all services beginning July 1, 2025.

BUDGET - Purchasing

2024-2025

Please refer to the 2024-2025 Purchasing Calendar for specific information and dates regarding the purchasing of materials for your division.

ACADEMIC AWARDS 2025

March 12	Student list with GPA available to Deans
March 18 - April 18	Deans to determine nominees for Presidential Scholars
March 18 - April 18	Deans to determine Academic Award Recipients
April 25	Division nominees for Presidential Scholars to VP-Academic Affairs
April 25	Division Academic Awards recipients to VP-Academic Affairs
May 15	Foundation Scholarship Awards Ceremony; 5:00 p.m., East Dining Room
May 21	Honors Transfer Program Awards Ceremony; 4:00 p.m., East Dining Room
May 28	Academic Awards & Presidential Scholars Reception; 5:00 p.m., East Dining Room

COMMENCEMENT ACTIVITIES

April 11	Rad Tech Completion Ceremony
December 9	Nursing Pinning Ceremony (Fall 2024)
June 2	Nursing Pinning Ceremony (Spring 2025)
June 13	Graduation Exercises - 4:00 p.m., Stadium

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BUDGET – Fiscal Services

2024-2025

Specific information and dates will be contained in a separate cover from the Fiscal Services Office. Packets will be mailed from the Fiscal Services Office with forms and necessary information regarding the budget.

CATALOG (2025-2026)

- February 21** **All catalog edits due to Curriculum Office:** Academic Deans and Program Directors forward revisions of program information text and/or new material for the catalog to the Curriculum Specialist in Academic Affairs.
- Academic Deans and Human Resources forward faculty edits to the Curriculum Specialist in Academic Affairs.
- April 18** 2025-2026 college catalog web posting

CLASSIFIED EMPLOYEES

Permanent Classified Performance Evaluations

July 2024 - June 2025 Annual performance evaluations are due in Human Resources during the employee's anniversary month. Human Resources will send a monthly courtesy reminder to the division, listing the names of those employees whose evaluations are due in any respective month.

EDUCATIONAL CONFERENCE ATTENDANCE

Requests for Conference Attendance

Requests for conference attendance should be submitted in writing (Conference Request Summary & Travel Request and reimbursement forms) to the dean at least one (1) month prior to the conference (Article XVI, Section 4, of the AFT agreement).

Out-of-state or out-of-country travel requests should be submitted a minimum of two (2) months prior or as far in advance as possible. Requests for conferences out of the country will need Cabinet approval.

FIELD TRIPS

Board approval is no longer needed; however, requests for field trips should be approved by the appropriate dean at least two weeks prior to the field trip. Field trips in **excess of 50 miles** will require approval by the Vice President-Academic Affairs.

Academic Affairs – 2024-2025 Administrative Calendar

MEETINGS (**Subject to change. Please confirm with meeting chair on location/time.)

Academic Affairs Managers Meetings (4th Thursday - 8:30-10:30 a.m. [*unless denoted])

Summer 2024: June 27; July 25; August TBD

Fall 2024: September 20*; October 24; November & December TBD

Spring 2025: January 30*; February 27; March 27; April 24; May 22; June 26

Academic Senate (1st and 3rd Tuesday - 1:00-2:30 p.m.- DE 166 [*unless denoted])

Fall 2024: September 3, 17; October 1, 15; November 5, 19; December 3

Spring 2025: February 18; March 4, 18; April 1, 22*; May 6, 20; June 3

Area Council (Once each semester – 1:15-2:15 p.m.)

Fall 2024: November 14

Spring 2025: May 8

Assessment Learning Committee (ALC) (Fall: 2nd Tuesday; Spring: 1st Monday - 3:00-4:30 p.m.)

Fall 2024: September 10; October 8; November 12; December 10

Spring 2025: March 3; April 7; May 5; June 2

Board of Trustees (Historically, 3rd Monday of each month [*unless denoted] – 4:00 p.m.)

NOTE: To accommodate Board Items that are to be forwarded to the Vice President-Administrative Services and Human Resources, items are due to the Vice President-Academic Affairs twelve (12) working days before each Board meeting.

Please check the Board of Trustees website for the approved dates.

Summer 2024: July 15; August 19

Fall 2024: September 4*; October 21; November 18; December 16

Spring 2025: January 22*; February 19*; March 17; April 21; May 19; June 16

College Council (3rd Monday 1:00-3:00 p.m. [*unless denoted])

Summer 2024: July 15; August 19

Fall 2024: September 4*; October 21; November 18; December 16

Spring 2025: January 22*; February 19*; March 17; April 21; May 19; June 16

College Council Policy Review (1st Friday 1:00-3:00 p.m.)

Fall 2024: September 6; October 4; November 1; December 6

Spring 2025: March 7; April 4; May 2; June 6

College Curriculum Committee (CCC) (2nd and 4th Tuesday – 2:30-4:30 p.m. – DE 166)

Fall 2024: September 10, 24; October 8, 22; November 12, 26; December 10

Spring 2025: February 25; March 11, 25; April 8, 22; May 13, 27; June 10

College Load Review Committee (1:15 - 2:15 p.m.)

Fall 2024: October 10

Spring 2025: April 24

Council of Deans (1st Thursday – 9:15-10:30 a.m.)

Summer 2024: July 11; August 1

Fall 2024: September 5; October 3; November 7; December 5

Spring 2025: January TBD; February 6; March 6; April 3; May 1; June 5

Academic Affairs – 2024-2025 Administrative Calendar

Counselors Meetings (1st and 4th Wednesday [*unless denoted] - 10:30 a.m.-12:00 p.m.)

Fall 2024: August 14*; September 4, 25; October 2, 23, 30*; November 6, 27; December 4
Spring 2025: February 5; March 5, 26; April 2, 23, 30*; May 7, 28; June 4

District-Wide Conference Committee (DWCC) (1st and 3rd Wednesday 1:30-2:30 p.m.)

Fall 2024: September 4, 18; October 2, 16; November 6, 20; December 4
Spring 2025: March 5, 19; April 2, 16; May 7, 21; June 4

Enrollment Management/Operations (Twice per semester - Thursday 1:15-2:15 p.m.)

Fall 2024: October 10; December 5
Spring 2025: March 6; May 1

Evolve Steering Committee (1st Friday – 11:00 a.m. - 12:00 p.m.)

Fall 2024: September 6; October 4; November 1; December 6
Spring 2025: March 7; April 4; May 2; June 6

Facilities Steering Committee (1st Monday of every 2 months - 3:00-4:00 p.m.)

Summer 2024: August 5
Fall 2024: October 7; December 2
Spring 2025: February 3; April 7; June 2

Planning & Budget Committee (PBC) (3rd Thursday – 1:15-2:45 p.m.)

Summer 2024: August TBD
Fall 2024: September 19; October 17; November 21
Spring 2025: February 20; March 20; April 17; May 15; June TBD

President's Meetings (3rd Wednesday – 9:00-11:00 a.m.)

Fall 2024: September 18; October 16; November 20; December 18
Spring 2025: January 15; February 19; March 19; April 16; May 21; June 18

Student Services Area Council Meetings (2nd Tuesday - 2:00-3:00 p.m.)

Fall 2024: September 10; October 8; November 12; December 10
Spring 2025: March 11; April 8; May 13

FACULTY WORKLOAD REPORTS/FACULTY CONTRACTS

Timelines to be distributed via email and posted to the Academic Affairs website.

SCHEDULE OF CLASSES

Timelines to be distributed via email and posted to the Academic Affairs website.

DISTRIBUTION OF SCHEDULES TO THE CAMPUS

Winter/Spring 2025 schedules	October/November 2024
Summer/Fall 2025 schedules	April 2025

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SHORT COURSES

Eight-week Courses - Fall 2024 Semester

First eight weeks: August 26 – October 19, 2024

Second eight weeks: October 21 – December 14, 2024

Eight-week Courses - Spring 2025 Semester

First eight weeks: February 18 – April 12, 2025

Second eight weeks: April 21 – June 16, 2025

TEXTBOOKS

October 28	Deadline for submitting textbook requisitions for Winter 2025
November 15	Deadline for submitting textbook and supplementary book requisitions to Bookstore (spring 2025)
December 5	Deadline for returning outstanding desk copies to Bookstore (fall 2024)
April 25	Deadline for submitting textbook and supplementary book requisitions to Bookstore (summer 2025)
May 9	Deadline for returning outstanding desk copies to Bookstore (spring 2025)
May 30	Deadline for submitting textbook and supplementary book requisitions to Bookstore (fall 2025)
April 3 & 4	Bookstore closed for inventory 2025

SPECIAL LOAD REPORT

Fall 2024: September 23

Spring 2025: March 17

TEACHER LOAD SUMMARY

Fall 2024: October 25

Spring 2025: April 25

WSCH OBJECTIVES - FALL 2024/SPRING 2025

Information regarding WSCH/FTE objectives will be distributed under separate cover.

Fall 2024 Flex Dates

Faculty & Staff Development Flex Day August 22 and 23

Mandatory Flex Day August 22

Spring 2025 Flex Dates

Faculty & Staff Development Flex Day February 13 and 14

Mandatory Flex Day February 13

Please notify the VP/AA Office, faculty and staff if changes are made to this calendar.