



## **ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR** **Academic Year 2023-2024**

### **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 2023	July 2023
Winter 2024	December 2023
Spring 2024	January 2024
Summer 2024	May 2024
Fall 2024	July 2024

**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 2023</u>	<u>Spring 2024</u>
<b>June 30</b>	<b>December 15</b>

#### **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 2023**

Registration Begins:	Monday, May 15, 2023
Registration Ends:	Monday, June 19, 2023

##### **FALL 2023**

Registration Begins:	Monday, May 22, 2023
Registration Ends:	Friday, August 25, 2023

##### **WINTER 2024**

Registration Begins:	Monday, November 20, 2023
Registration Ends:	Wednesday, January 3, 2024

##### **SPRING 2024**

Registration Begins:	Monday, December 4, 2023
Registration Ends:	Friday, February 9, 2024

## **Academic Affairs – 2023-2024 Administrative Calendar**

### **GRADE FORECAST DATES**

#### **FALL 2023**

Forecast of Grades Begins: Monday, October 23, 2023

Forecast of Grades Ends: Friday, December 1, 2023

#### **SPRING 2024**

Forecast of Grades Begins: Monday, April 15, 2024

Forecast of Grades Ends: Friday, May 31, 2024

### **ADMINISTRATIVE SERVICES (Miscellaneous Deadlines)**

<b>March 29, 2024</b>	Cut-off date for all supply and equipment requisitions for <u>all</u> funds charged to 2023-24 budget.
<b>May 31, 2024</b>	Cut-off date for buying merchandise on 2023-24 <u>open</u> blanket Purchase Orders.
<b>May 31, 2024</b>	Cut-off date for buying Complete Office on-line office supplies for 2023-24.
<b>June 21, 2024</b>	Cut-off date for submitting any packing lists and invoices for services (travel, conferences, repairs, contracts, PSAs, etc.) for the 2023-24 fiscal year.
<b>June 21, 2024</b>	Cut-off date to receive merchandise or services for the 2023-24 fiscal year.
<b>Date TBD</b>	FY 2024-25 – Please wait until you receive notice from Purchasing when to begin processing requisitions for all services beginning July 1, 2024.

### **BUDGET - Purchasing** **2023-2024**

Please refer to the 2023-2024 Purchasing Calendar for specific information and dates regarding the purchasing of materials for your division.

### **ACADEMIC AWARDS 2024**

<b>March 18</b>	Student list with GPA available to Deans
<b>March 18 - April 19</b>	Deans to determine nominees for Presidential Scholars
<b>March 18 - April 19</b>	Deans to determine Academic Award Recipients
<b>April 24</b>	Division nominees for Presidential Scholars to VP-Academic Affairs
<b>April 24</b>	Division Academic Awards recipients to VP-Academic Affairs
<b>May 16</b>	Foundation Scholarship Awards Ceremony; 5:00 p.m., East Dining Room
<b>May 22</b>	Honors Transfer Program Awards Ceremony; 4:30 p.m., East Dining Room
<b>May 29</b>	Academic Awards & Presidential Scholars Reception; 5:00 p.m., East Dining Room

### **COMMENCEMENT ACTIVITIES**

<b>TBD</b>	Rad Tech Completion Ceremony
<b>December 11</b>	Nursing Pinning Ceremony (Fall 2023)
<b>June 3</b>	Nursing Pinning Ceremony (Spring 2024)
<b>June 7</b>	Graduation Exercises - 4:00 p.m., Stadium

## **Academic Affairs – 2023-2024 Administrative Calendar**

### **BUDGET – Fiscal Services**

#### **2023-2024**

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 (2024-2025)**

<b>December 8</b>	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
<b>February 23</b>	Academic Deans and Human Resources forward faculty edits to the Curriculum Specialist in Academic Affairs
<b>April 19</b>	2024-2025 college catalog web posting

### **CLASSIFIED EMPLOYEES**

#### **Permanent Classified Performance Evaluations**

July 2023 - June 2024	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.
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### **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 – 2023-2024 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.)

Summer 2023: June 22; July 27; August TBD

Fall 2023: September 28; October 26; November & December TBD

Spring 2024: January 25; February 22; March 28; April 25; May 23; June 27

#### **Academic Senate** (1<sup>st</sup> and 3<sup>rd</sup> Tuesday - 1:00-2:30 p.m.- DE 166)

Fall 2023: September 5, 19; October 3, 17; November 7, 21; December 5

Spring 2024: February 20; March 5, 19; April 2, 16; May 7, 21; June 4

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

Fall 2023: November 30

Spring 2024: May 9

#### **Assessment Learning Committee (ALC)** (1<sup>st</sup> Monday [\*unless denoted] - 3:00-4:40 p.m.)

Fall 2023: September 11\*; October 2; November 6; December 4

Spring 2024: February 12\*; March 4; April 1; May 6; June 3

#### **Board of Trustees** (Historically, 3<sup>rd</sup> 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 2023: July 17; August 21

Fall 2023: September 6\*; October 16; November 20; December 18

Spring 2024: January 16\*; February 20\*; March 18; April 15; May 20; June 17

#### **College Council** (3<sup>rd</sup> Monday 1:00-3:00 p.m. [\*unless denoted])

Summer 2023: July 17; August 21

Fall 2023: September 6\*; October 16; November 20; December 18

Spring 2024: January 16\*; February 20\*; March 18; April 15; May 20; June 17

#### **College Council Policy Review** (1<sup>st</sup> Friday 1:00-3:00 p.m. [\*unless denoted])

Fall 2023: September 18\*; October 6; November 3; December 1

Spring 2024: March 1; April 5; May 3; June 7

#### **College Curriculum Committee** (2<sup>nd</sup> and 4<sup>th</sup> Tuesday – 2:30-4:30 p.m. – DE 166)

Fall 2023: September 12, 26; October 10, 24; November 14, 28; December 12

Spring 2024: February 27; March 12, 26; April 23; May 14, 28

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

Fall 2023: October 12

Spring 2024: April 25

#### **Council of Deans** (1<sup>st</sup> Thursday – 9:15-10:30 a.m.)

Summer 2023: July 6; August 3

Fall 2023: September 7; October 5; November 2; December 7

Spring 2024: January 4; February 1; March 7; April 4; May 2; June 6

## **Academic Affairs – 2023-2024 Administrative Calendar**

### **Counselors Meetings** (2<sup>nd</sup> & 4<sup>th</sup> Wednesday [\*unless denoted] - 10:30 a.m.-12:00 p.m.)

Fall 2023: August 23; September 13, 27; October 11, 25; November 8, 29\*; December 13  
Spring 2024: February 14, 28; March 13, 27; April 24; May 8, 29\*

### **District-Wide Conference Committee (DWCC)** (1<sup>st</sup> and 3<sup>rd</sup> Wednesday 1:30-2:30 p.m.)

Fall 2023: September 6, 20; October 4, 18; November 1, 15; December 6  
Spring 2024: March 6, 20; April 3, 17; May 1, 15; June 5

### **Enrollment Management/Operations** (Twice per semester - 1<sup>st</sup> Thursday 1:15-2:15 p.m.)

Fall 2023: September 7, November 2  
Spring 2024: February 1, April 4

### **Facilities Steering Committee** (1<sup>st</sup> Monday of every 2 months - 2:30-4:00 p.m.)

Summer 2023: August 7  
Fall 2023: October 2; December 4  
Spring 2024: February 5; April 1; June 3

### **Guided Pathways Steering Committee** (1<sup>st</sup> Friday – 12:00-1:00 p.m.)

Fall 2023: September 8; October 6; November 3; December 1  
Spring 2024: February 2; March 1; April 5; May 3; June 7

### **Management Forum** (1<sup>st</sup> Thursday – 8:00-9:00 a.m.)

Fall 2023: September 7; October 5; November 2; December 7  
Spring 2024: January 4; February 1; March 7; April 4; May 2; June 6

### **President's Meetings** (3<sup>rd</sup> Wednesday – 9:00-11:00 a.m. [\*unless denoted])

Fall 2023: September 20; October 18; November 15; December 20  
Spring 2024: January 17; February 21; March 20; April 17; May 15; June 26\*

### **Planning & Budget Committee (PBC)** (3<sup>rd</sup> Thursday – 1:15-2:45 p.m.)

Summer 2023: August 31  
Fall 2023: September 21; October 19; November 16  
Spring 2024: February 15; March 21; April 18; May 16; June TBD

### **Student Services Area Council Meetings** (2<sup>nd</sup> Tuesday - 2:00-3:00 p.m.)

Summer 2023: July 11; August 8  
Fall 2023: September 12; October 10; November 14; December 12  
Winter 2024: January 9; February 13  
Spring 2024: March 12; April 9; May 14; June 11

## **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.

## **Academic Affairs – 2023-2024 Administrative Calendar**

### **DISTRIBUTION OF SCHEDULES TO THE CAMPUS**

Winter/Spring 2024 schedules	October/November 2023
Summer 2024 schedules	April 2024
Fall 2024 schedules	April 2024

### **SHORT COURSES**

#### **Eight-week Courses - Fall 2023 Semester**

First eight weeks: August 26 – October 20, 2023

Second eight weeks: October 21 – December 15, 2023

#### **Eight-week Courses - Spring 2024 Semester**

First eight weeks: February 10 – April 5, 2024

Second eight weeks: April 13 – June 7, 2024

### **TEXTBOOKS**

<b>November 1</b>	Deadline for submitting textbook requisitions for Winter 2024
<b>November 17</b>	Deadline for submitting textbook and supplementary book requisitions to Bookstore (spring 2024)
<b>December 5</b>	Deadline for returning outstanding desk copies to Bookstore (fall 2023)
<b>March 22</b>	Deadline for submitting textbook and supplementary book requisitions to Bookstore (summer 2024)
<b>May 10</b>	Deadline for returning outstanding desk copies to Bookstore (spring 2024)
<b>May 17</b>	Deadline for submitting textbook and supplementary book requisitions to Bookstore (fall 2024)
<b>April 4 &amp; 5</b>	Bookstore closed for inventory 2024

### **SPECIAL LOAD REPORT**

Fall 2023: September 25

Spring 2024: March 11

### **TEACHER LOAD SUMMARY**

Fall 2023: October 27

Spring 2024: April 19

### **WSCH OBJECTIVES - FALL 2023/SPRING 2024**

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

## **Academic Affairs – 2023-2024 Administrative Calendar**

### **Fall 2023 Flex Dates**

Faculty & Staff Development Flex Day	August 24 and 25
Mandatory Flex Day	August 24

### **Spring 2024 Flex Dates**

Faculty & Staff Development Flex Day	February 7 and 8
Mandatory Flex Day	February 7

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

Updated: 7/18/23