



ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR **Academic Year 2025-2026**

ADJUNCT INSTRUCTORS

Board Approval for Adjunct Instructors

Human Resources will reach out to the division's administrative support staff for a list of returning adjunct faculty to be listed on the appropriate board agenda.

<u>Semester/Session</u>	<u>Board Agenda Adjunct Must Be Listed On</u>
Fall 2025	July 2025
Winter 2026	December 2025
Spring 2026	January 2026
Summer 2026	May 2026
Fall 2026	July 2026

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 2025</u>	<u>Spring 2026</u>
June 30	December 22

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 2025

Registration Begins:	Monday, May 19, 2025
Registration Ends:	Sunday, June 22, 2025

FALL 2025

Registration Begins:	Monday, May 27, 2025
Registration Ends:	Sunday, August 24, 2025

WINTER 2026

Registration Begins:	Wednesday, November 12, 2025
Registration Ends:	Sunday, January 4, 2026

SPRING 2026

Registration Begins:	Monday, November 17, 2025
Registration Ends:	Monday, February 16, 2026

Academic Affairs – 2025-2026 Administrative Calendar

GRADE FORECAST DATES

FALL 2025

Forecast of Grades Begins: TBD

Forecast of Grades Ends: TBD

SPRING 2026

Forecast of Grades Begins: TBD

Forecast of Grades Ends: TBD

ADMINISTRATIVE SERVICES (Miscellaneous Deadlines)

March 13, 2026	Cut-off date for all supply and equipment requisitions for <u>all</u> funds charged to 2025-26 budget.
May 8, 2026	Cut-off date for buying merchandise on 2025-26 <u>open</u> blanket Purchase Orders.
May 8, 2026	Cut-off date for buying Complete Office on-line office supplies for 2025-26.
June 18, 2026	Cut-off date for submitting any packing lists and invoices for services (travel, conferences, repairs, contracts, PSAs, etc.) for the 2025-26 fiscal year.
June 18, 2026	Cut-off date to receive merchandise or services for the 2025-26 fiscal year.
Date TBD	FY 2026-27 – Please wait until you receive notice from Purchasing when to begin processing requisitions for all services beginning July 1, 2026.

BUDGET - Purchasing **2025-2026**

Please refer to the 2025-2026 Purchasing Calendar for specific information and dates regarding the purchasing of materials for your division.

ACADEMIC AWARDS 2026

March 6	Student list with GPA available to Deans
March 9 - April 17	Deans to determine nominees for Presidential Scholars
March 9 - April 17	Deans to determine Academic Award Recipients
April 22	Division recipients for Presidential Scholars & Academic Achievements due to VP-Academic Affairs Office
May 14	Foundation Scholarship Awards Ceremony; 5:30 p.m., East Dining Room
May 20	Honors Transfer Program Awards Ceremony; 4:00 p.m., East Dining Room
June 2	Academic Awards & Presidential Scholars Reception; 5:00 p.m., East Dining Room

COMMENCEMENT ACTIVITIES

April 10	Rad Tech Completion Ceremony
December 8	Nursing Pinning Ceremony (Fall 2025)
June 8	Nursing Pinning Ceremony (Spring 2026)
June 12	Graduation Exercises - 4:00 p.m., Stadium

Academic Affairs – 2025-2026 Administrative Calendar

BUDGET – Fiscal Services

2025-2026

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 (2026-2027)

- December 5** **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 3** 2026-2027 college catalog web posting

CLASSIFIED EMPLOYEES

Permanent Classified Performance Evaluations

July 2025 - June 2026 Annual performance evaluations are due during the employee's anniversary month. Trakstar Perform will send email reminders to the supervisor when the evaluation is due.

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 – 2025-2026 Administrative Calendar

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

Academic Affairs Managers Meetings (4th Thursday – 2:30-4:30 p.m. [*unless denoted])

Summer 2025: June 26*; July 24; August 28

Fall 2025: September 25; October 23; November 20*; December 18*

Spring 2026: January 29*; February 26; March 26; April 23; May 28; June 25

Academic Senate (1st and 3rd Tuesday - 12:45-2:15 p.m. - DE 166)

Fall 2025: September 2, 16; October 7, 21; November 4, 18; December 2

Spring 2026: February 17; March 3, 17; April 7, 21; May 5, 19; June 2

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

Fall 2025: November 6

Spring 2026: May 7

Assessment Learning Committee (ALC) (1st Monday - 3:00-4:30 p.m. [*unless denoted])

Fall 2025: September 8*; October 6; November 3; December 1

Spring 2026: March 2; April 6; May 4; June 1

Board of Trustees (4th 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 2026 dates.

Summer 2025: July 28; August 25

Fall 2025: September 12*; October 27; November 18*; December 16*

Spring 2026: January 26; February 23; March 23; April 27; May 27*; June 22

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

Summer 2025: July 21; August 18

Fall 2025: September 12*; October 10*; November 17; December 15

Spring 2026: January 22*; February 19*; March 16; April 20; May 18; June 15

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

Fall 2025: September 5; October 3; November 7; December 5

Spring 2026: March 6; April 3; May 1; June 5

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

Fall 2025: September 9, 23; October 14, 28; November 25; December 9

Spring 2026: February 24; March 10, 24; April 28; May 12, 26; June 9

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

Fall 2025: October 2, December 11

Spring 2026: April 23

Council of Deans (1st Thursday [*unless denoted] 9:15-10:30 a.m. – DE 166/Zoom)

Summer 2025: July 10*; August 7

Fall 2025: September 4; October 2; November 6; December 4

Spring 2026: January 8*; February 5; March 5; April 2; May 7; June 4

Academic Affairs – 2025-2026 Administrative Calendar

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

Fall 2025: August 6; September 3, 24; October 1, 22, 29*; November 5, 26; December 3
Spring 2026: February 4; March 4, 25; April 1, 22, 29*; May 6, 27; June 3

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

Fall 2025: September 3, 17; October 1, 15; November 5, 19; December 3
Spring 2026: March 4, 18; April 1; May 6, 20; June 3

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

Fall 2025: October 9; December 4
Spring 2026: March 5; May 7

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

Fall 2025: September 5; October 3; November 7; December 5
Spring 2026: March 6; April 3; May 1; June 5

Facilities Steering Committee (1st Monday of every 2 months - 3:00-4:30 p.m.)

Summer 2025: August 4
Fall 2025: October 6; December 1
Spring 2026: February 2; April 6; June 1

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

Summer 2025: August 28
Fall 2025: September 18; October 16; November 20
Spring 2026: February 19; March 19; April 16; May 21; June TBD

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

Fall 2025: September 17; October 15; November 19; December 17
Spring 2026: January 21; February 18; March 18; April 15; May 20; June 17

Student Services Area Council Meetings (3rd Thursday – 11:00 a.m.-12:00 p.m.)

Fall 2025: September 18; October 16; November 20; December 18
Spring 2026: February 19; March 19; April 16; May 21

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 2026 schedules	October/November 2025
Summer/Fall 2026 schedules	April 2026

Academic Affairs – 2025-2026 Administrative Calendar

SHORT COURSES

Eight-week Courses - Fall 2025 Semester

First eight weeks: August 25 – October 18, 2025

Second eight weeks: October 20 – December 13, 2025

Eight-week Courses - Spring 2026 Semester

First eight weeks: February 17 – April 11, 2026

Second eight weeks: April 20 – June 13, 2026

TEXTBOOKS

<u>Semester Start Date</u>	<u>Textbook Due Date</u>
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Winter - January 5, 2026	October 6, 2025
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Spring - February 17, 2026	October 20, 2025
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Summer - June 22, 2026	March 16, 2026
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Fall - August 24, 2026	March 16, 2026
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(Note: Dates tentative)

SPECIAL LOAD REPORT

Fall 2025: September 22

Spring 2026: March 16

TEACHER LOAD SUMMARY

Fall 2025: October 24

Spring 2026: April 24

WSCH OBJECTIVES - FALL 2025/SPRING 2026

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

Fall 2025 Flex Dates

Faculty & Staff Development Flex Day	August 21 and 22
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Mandatory Flex Day	August 21
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Spring 2026 Flex Dates

Faculty & Staff Development Flex Day	February 12 and 13
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Mandatory Flex Day	February 12
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Please notify the VP/AA Office, faculty and staff if changes are made to this calendar.