



Academic
Management
Manual

Section H

Academic Affairs Calendar

Academic
Affairs
2009-10

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
JULY 2009				
07/04/09	College Closed (Independence Day)	Holiday	N/A	N/A
07/06/09	Last Day to W or WX (Summer 12-week Classes)	Term	N/A	N/A
07/07/09	Begin Fall Registration for Honors, ADA, Athletes, and Fall 2009 Graduates	Term	N/A	N/A
07/08/09	Begin Fall Registration for Students admitted to Limited Access Programs	Term	N/A	N/A
07/09/09	Begin Fall Registration for Currently Enrolled (Summer 2009) Degree and Certificate- seeking	Term	N/A	N/A
07/13/09	Begin Fall Registration for New/Returning Degree- and Certificate-seeking and Transfers	Term	N/A	N/A
07/21/09	Begin Fall Registration for Non-Degree-seeking, Non-Credit, Transients and Open Registration	Term	N/A	N/A
07/21/09	Last Day to W or WX (Summer "B" Classes)	Term	N/A	N/A
07/27/09	Begin Fall Registration for HS Dual Enrollment and Early Admission	Term	N/A	N/A
AUGUST 2009				
August (Varies by Campus)	Adjunct Faculty Update Meeting	Meeting	Adjunct Orientation held at each campus	Campus
08/04/09	Last Day of Summer Classes	Term	N/A	N/A
08/04/09	Grades Due (Summer B, C & D) by 4:00 pm	Term	N/A	N/A
08/05/09	Grades (Summer B, C and D) Available via Web	Term	N/A	N/A
08/06/09	Academic Deans' Council	Meeting	8:30 AM	VPAA
08/13/09 - 8/14/09 & 8/17/09 – 8/18/09	New Faculty, New PSAV Instructors and Academic Administrators Orientation/Development	Meetings	Welcome; HR Orientation; Campus Welcome; Campus Orientation	VPAA /HR/Campus
08/19/09	Faculty Return for Fall Semester	Term	N/A	N/A
08/19/09	Convocation	Meeting	Duncan Theatre, Lake Worth, 8:30 AM	VPAA and Academic Deans
08/20/09	Faculty Planning Day	Term	N/A	Campus
08/21/09	Classes Begin (Fall 16-Week and Express "A" Sessions)	Term	N/A	N/A
08/24/09	Last Day to Drop w/Refund for Fall Express "A" Classes	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
08/24/09	Last Day to Audit Fall Express "A" Classes	Term	N/A	N/A
08/25/09	State Employee Fee Waiver Registration for Fall Express "A" Session Only (IN PERSON ONLY)	Term	N/A	N/A
08/27/09	Last Day to Drop w/Refund for Fall 16-Week Classes	Term	N/A	N/A
08/27/09	Last Day to Audit (Fall 16-Week Classes)	Term	N/A	N/A
08/28/09	Senior Citizens and State Employee Fee Waiver Registration (Fall 16-Week Classes Only) (IN PERSON ONLY)	Term	N/A	N/A
08/28/09	State Employee Fee Waiver Registration for Fall 16-Week Classes Only (IN PERSON ONLY)	Term	N/A	N/A
SEPTEMBER 2009				
September (TBD)	Enrollment/Registration Debriefing	Meeting	TBA	VPSS
09/03/09	Academic Deans' Council	Meeting	8:30 AM	VPAA
09/05/09 – 09/07/09	College Closed (Labor Day)	Holiday	N/A	N/A
09/14/09	Notification of Faculty Eligible for Continuing Contract	Report	Notify faculty who are eligible – hold meeting or orientation	VPAA or Campus
09/17/09	Academic Leadership Council	Meeting	8:30 AM	VPAA
09/17/09	Joint Deans Council	Meeting	10:30 AM	VPAA
09/21/09	Last Day to Make Up "I" Grades from Previous Spring 2009-2 & Summer 2009-3 Terms	Term	N/A	N/A
09/21/09	Classes Begin (Fall 12-Week Session)	Term	N/A	N/A
09/25/09	Last Day to Drop w/Refund for Fall 12-Week Classes	Term	N/A	N/A
09/25/09	Last Day to Audit Fall 12-Week Classes	Term	N/A	N/A
09/28/09	State Employee Fee Waiver Registration for Fall 12-Week Classes Only (IN PERSON ONLY)	Term	N/A	N/A
09/28/09	Last Day to W or WX Fall Express "A" Classes	Term	N/A	N/A
09/29/09	Student Assessment of Courses and Faculty (online) for Fall Express "A" Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
OCTOBER 2009				
1 st Week of October	Announcement of applications for Sabbatical	Process	All full-time faculty are notified via email of the application process for sabbaticals	VPAA
10/01/09	Academic Deans' Council	Meeting	8:30 AM	VPAA
10/02/09	Academic Deans recommend college requests for new faculty/program instructor positions	Process	During Deans' Council Meeting, the VPAA, Provosts and Academic Deans meet and develop the list of new faculty requests based primarily on the assessment of full-time/part-time ratios within discipline areas	Academic Deans, Provosts and VPAA
10/15/09	Academic Leadership Council	Meeting	8:30 AM	VPAA
10/15/09	Joint Deans Council	Meeting	10:30 AM	VPAA
10/16/09	Fall Express "A" Session Ends	Term	N/A	N/A
10/16/09	Position vacancy forms for each new faculty position request to VPAA	Process	Complete needed paperwork for new faculty positions	Academic Deans
10/17/09	Grades (Fall Express "A") Available via Web	Term	N/A	N/A
10/19/09	Classes Begin (Fall Express "B" Session)	Term	N/A	N/A
10/20/09	Last Day to Drop w/Refund for Fall Express "B" Classes	Term	N/A	N/A
10/20/09	Last Day to Audit (Fall Express "B" Classes)	Term	N/A	N/A
10/21/09	State Employee Fee Waiver Registration for Fall Express "B" Classes Only (IN PERSON ONLY)	Term	N/A	N/A
10/27/09	Professional Development Day - No Class Meetings	Workshops/ Cluster Meetings	Agenda to be announced	Academic Services
NOVEMBER 2009				
11/03/09	Begins Spring Registration for Honors, ADA, Athletes and Spring 2010 Graduates	Term	N/A	N/A
11/04/09	Begin Spring Registration for Students admitted to Limited Access Programs	Term	N/A	N/A
11/04/09	Last Day to W or WX (Fall 16-Week Classes)	Term	N/A	N/A
11/05/09	Academic Deans' Council	Meeting	8:30 AM	VPAA
11/05/09	Begin Spring Registration for Currently Enrolled (Fall 2009) Degree and Certificate-seeking	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
11/05/09	Student Assessment of Courses and Faculty (online) for Fall 16-Week Classes	Term	N/A	IRE
11/09/09	Begin Spring Registration for New/Returning Degree and Certificate-seeking and Transfers	Term	N/A	N/A
11/11/09	College Closed (Veterans Day)	Holiday	N/A	N/A
11/16/09	Last Day to W or WX (Fall 12-Week Classes)	Term	N/A	N/A
11/17/09	Student Assessment of Courses and Faculty (online) for Fall 12-Week Classes	Term	N/A	IRE
11/18/09	Release data to campuses on Program Health Indicators	Process	Send email and load reports to the web for review	IRE
11/18/09	Begin Spring Registration for Non-Degree-seeking, Non-Credit, Transients and Open Registration	Term	N/A	N/A
11/24/09	Begin Spring Registration for HS Dual Enrollment and Early Admission	Term	N/A	N/A
11/25/09	Last Day to W or WX (Fall Express "B" Classes)	Term	N/A	N/A
11/25/09	No Class meeting for classes <u>"starting" 5 pm or later</u>	Holiday / Break	N/A	N/A
11/26/09 – 11/29/09	College Closed (Thanksgiving)	Holiday / Break	N/A	N/A
11/26/09	Student Assessment of Courses and Faculty (online) for Fall Express "B" Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
DECEMBER 2009				
1 st Week of December	Sabbatical Leave Applications	Process	Applications sent to Sabbatical Leave Committee for review and ranking	VPAA
12/01/09	Recommendation to HR on Faculty Promotions	Report	Make recommendations in writing to Human Resources on faculty eligible for promotion in rank	Academic Deans and Provosts
12/01/09	Recommendations to VPAA for Continuing Contract	Process	Committee of Associate Dean, Academic Dean and Provost reviews candidate's file	Campus
12/01/09	Sabbatical Leave Applications are due to the VPAA	Process	Faculty must submit an application for sabbatical by the deadline	Campuses
12/03/09	Academic Deans' Council	Meeting	8:30 AM	VPAA

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
2 nd Week of December	Recommendations for Faculty Sabbaticals	Process	Committee submits their ranking of applications	Sabbatical Leave Committee
12/10/09 – 12/16/09	Final Exams	Term	N/A	N/A
12/14/09	Recommendation of non-renewal of faculty	Process	Recommendation to Human Resources on faculty not be renewed for annual or continuing contract - evaluation will need to be completed	Campus
12/17/09	Classes End; Makeup Exams only; Grades Due by 4:00 pm (Fall 16-Week, 12-Week & Express “B” Sessions)	Term	N/A	N/A
12/17/09	Commencement (Certificate Programs)	Term	N/A	Registrar
12/18/09	Commencement (Degree Programs)	Term	All faculty are required to attend	Registrar
12/18/09	Grades (Fall 16-Week, 12-Week and Express “B” Sessions) Available via Web	Term	N/A	N/A
JANUARY 2010				
January (Varies by Campus)	Adjunct Orientation	Meeting	Adjunct Orientation held at each campus	Campus
January TBD	VPAA forwards recommendations for continuing contract to the President	Process	Recommendations to the President	VPAA
1 st or 2 nd Week of January	Sabbatical Leave Awards	Process	Faculty (and their Deans/Provosts) notified that their names will be placed on DBOT agenda for Sabbatical Leave approval.	VPAA
01/08/10	Update List of Full-Time Faculty	Process	Update list of current faculty, discipline areas, campus assignment and contract status	VPAA
01/04/10	Faculty return for Spring Semester (Meeting/Clusters)	Term	College-wide meeting will be held if issues warrant – if not campus meetings would be held	Campus
01/05/10	Faculty Planning Day	Term	N/A	Campus
01/06/10	Classes Begin (Spring 16-week and Express “A” Sessions)	Term	N/A	N/A
01/07/10	Last Day to Drop with Full Refund for Spring Express “A” Classes	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
01/07/10	Last Day to Audit (Spring Express "A" Classes)	Term	N/A	N/A
01/08/10	State Employee Fee Waiver Registration for Spring Express "A" Classes Only (IN PERSON ONLY)	Term	N/A	N/A
01/12/10	Last Day to Drop with Full Refund for Spring 16-Week Classes	Term	N/A	N/a
01/12/10	Last Day to Audit (Spring 16-Week Classes)	Term	N/A	N/A
01/13/10	State Employee Fee Waiver Registration for Spring 16-Week Classes Only (IN PERSON ONLY)	Term	N/A	N/A
01/13/10	Senior Citizens and State Employee Fee Waiver Registration for Spring 16-Week Classes Only (IN PERSON ONLY)	Term	N/A	N/A
01/16/10 - 01/18/10	College Closed (Martin Luther King)	Holiday	N/A	N/A
FEBRUARY 2010				
February (TBD)	Faculty Notified of Continuing Contract Status, DBOT agenda	Process	Based on new continuing contract process, notify faculty of continuing contract status	VPAA/Human Resources
February (TBD)	Sabbatical Leave Awards	Process	Placed on DBOT agenda for approval.	VPAA
February (TBD)	Review Faculty and Program Instructor Applications – Deans Council	Process	Group convenes and review applicants for teaching positions.	VPAA, Deans
February (TBD)	Enrollment/Registration Debriefing	Meeting	TBA	VPSS
02/01/10	Classes Begin (Spring 12-Week Session)	Term	N/A	N/A
02/04/10	Academic Deans' Council	Meeting	8:30 AM	VPAA
02/04/10	Update Instructor Credentialing Manual	Process	Add new disciplines, accreditation requirement changes, new course numbers and changed course numbers	Academic Services, Deans and VPAA
02/05/10	Last Day to Make Up "I" Grades from Previous Fall 2010-1 Term	Term	N/A	N/A
02/05/10	Last Day to Drop with Full Refund for Spring 12-Week Classes	Term	N/A	N/A
02/05/10	Last Day to Audit (Spring 12-Week Classes)	Term	N/A	N/A
02/08/10	State Employee Fee Waiver Registration for Spring 12-Week Classes Only (IN PERSON ONLY)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
02/10/10	Last Day to W or WX (Spring Express "A" Classes)	Term	N/A	N/A
02/13/10	Student Assessment of Courses and Faculty (online) for Spring Express "A" Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
02/17/10	Sabbatical Leave Awards, place on DBOT agenda	Process	Announcement of those awarded sabbatical leave	VPAA/Human Resources
02/18/10	Academic Leadership Council	Meeting	8:30 AM	VPAA
02/18/10	Joint Deans Council	Meeting	10:30 AM	VPAA
MARCH 2010				
March (TBD)	New Faculty Interviews Begin	Process	All faculty interviews completed and to Deans' Council by April 30	Campus
03/04/10	Academic Deans' Council	Meeting	8:30 AM	VPAA
03/04/10	Spring Express "A" Session Ends	Term	N/A	N/A
03/05/10	Grades (Spring Express "A") Available via Web	Term	N/A	N/A
03/08/10 – 03/14/10	College Closed (Spring Break)	Spring Break	N/A	N/A
03/15/10	Classes Begin (Spring Express "B" Session)	Term	N/A	N/A
03/16/10	Last Day to Drop with Full Refund for Spring Express "B" Classes	Term	N/A	N/A
03/16/10	Last Day to Audit (Spring Express "B" Classes)	Term	N/A	N/A
03/17/10	State Employee Fee Waiver Registration for Spring Express "B" Classes Only (IN PERSON ONLY)	Term	N/A	N/A
03/17/10	Recommendations for Chair and Non-Chair Release Time - Fall, Spring and Summer	Process	Allocation of release time (chairs & non-chairs) for 2008-09, 2009-10	VPAA
03/18/10	Academic Leadership Council	Meeting	8:30 AM	VPAA
03/18/10	Joint Deans Council	Meeting	10:30 AM	VPAA
03/24/09	Professional Development Day - No Class Meetings	Workshops/ Cluster Meetings	Agenda to be announced	Academic Services
03/29/10	Last Day to W or WX (Spring 16-Week Classes)	Term	N/A	N/A
03/30/10	Student Assessment of Courses and Faculty (online) for Spring 16-Week Classes	Term	N/A	IRE

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
APRIL 2010				
April (TBD)	DBOT Board Agenda for New Faculty	Process	DBOT Agenda for new faculty hires	Human Resources
April (TBD)	New Faculty Interviews End	Process	All faculty interviews should be completed	Campus
04/01/10	Begins Summer Registration for Honors, ADA, Athletes and Summer 2010 Graduates	Term	N/A	N/A
04/01/10	Academic Deans' Council	Meeting	8:30 AM	VPAA
04/01/10	Review Bargaining Unit Agreement	Process	Review Bargaining Unit Agreement for ideas/suggestions on improvement	VPAA and Academic Deans
04/01/10	Instructional Credentialing Criteria	Process	Develop and finalize instructional credentialing criteria for new courses	VPAA and Academic Deans
04/01/10	Recommendations for revisions to: <ol style="list-style-type: none"> 1. Program and/or discipline wheels 2. Chart of programs - 2009/2010 3. Class size guidelines – 2009/2010 	Process	Review and revise as required	VPAA and Academic Deans
04/2/10 – 04/04/10	College Closed (Spring Holiday)	Holiday	N/A	N/A
04/05/10	Begin Summer Registration for Students admitted to Limited Access Programs	Term	N/A	N/A
04/06/10	Begin Summer Registration for Currently Enrolled (Spring 2010) Degree and Certificate- seeking	Term	N/A	N/A
04/07/10	Last Day to W or WX (Spring 12-Week Classes)	Term	N/A	N/A
04/08/10	Begin Summer Registration for New/Returning Degree and Certificate-seeking and Transfers	Term	N/A	N/A
04/08/10	Begin Summer Registration for Non-Degree-seeking, Non-Credit, Transients and Open Registration	Term	N/A	N/A
04/08/10	Student Assessment of Courses and Faculty (online) for Spring 12-Week Classes	Term	N/A	IRE
04/20/10	Last Day to W or WX (Spring Express "B" Classes)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
04/22/10	Begin Summer Registration for HS Dual Enrollment and Early Admission	Term	N/A	N/A
04/21/10	Student Assessment of Courses and Faculty (online) for Spring Express “B” Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
MAY 2010				
May (TBD)	All Faculty Recommendations to Deans/VPAA	Process	All recommendations for faculty hires must be submitted to Deans/VPAA	Campus
05/03/10	Annual Evaluation of Faculty	Process	Performance evaluation of faculty on the planned three-year evaluation cycle	Associate Deans and Deans
05/01/10 – 05/06/10	Final Exams	Term	N/A	N/A
05/06/10	Academic Deans’ Council	Meeting	8:30 AM	VPAA
05/07/10	Classes End; Makeup Exams only; Grades Due by 4:00 pm (Spring 16-week, 12-week & Express “B” Sessions)	Term	N/A	N/A
05/07/10	Commencement (Certificate Programs)	Term	N/A	Registrar
05/08/10	Grades (Spring 16 Weeks, 12-Weeks and Express “B”) Available via Web	Term	N/A	N/A
05/10/10	Commencement (Degree Programs)	Term	All faculty are required to attend	Registrar
05/11/10	Classes Begin (Summer “A” and “C” Sessions)	Term	N/A	N/A
05/12/10	Last Day to Drop with Full Refund for Summer “A” Classes	Term	N/A	N/A
05/12/10	Last Day to Audit (Summer “A” Classes)	Term	N/A	N/A
05/13/10	State Employee Fee Waiver Registration for Summer “A” Session Only (IN PERSON ONLY)	Term	N/A	N/A
05/17/10	Last Day to Drop with Full Refund for Summer “C” Classes	Term	N/A	N/A
05/17/10	Last Day to Audit (Summer “C” Classes)	Term	N/A	N/A
05/18/10	State Employee Fee Waiver Registration for Summer “C” Session Only (IN PERSON ONLY)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
05/18/10	Senior Citizens and State Employee Fee Waiver Registration (Summer "C" Classes Only) (IN PERSON ONLY)	Term	N/A	N/A
05/29/10 – 05/31/10	College Closed (Memorial Day)	Holiday	N/A	N/A
JUNE 2010				
06/03/10	Academic Deans' Council	Meeting	8:30 AM	VPAA
06/08/10	Last Day to W or WX (Summer "A" Classes)	Term	N/A	N/A
06/22/10	Summer "A" Session Ends, Grades Due by 4:00 p.m.	Term	N/A	N/A
06/23/10	Grades (Summer "A") Available via Web	Term	N/A	N/A
06/23/10	Classes Begin (Summer "B" Session)	Term	N/A	N/A
06/24/10	Last Day to Drop with Full Refund for Summer "B" Classes	Term	N/A	N/A
06/24/10	Last Day to Audit (Summer "B" Classes)	Term	N/A	N/A
06/25/10	State Employee Fee Waiver Registration for Summer "B" Session Only (IN PERSON ONLY)	Term	N/A	N/A
JULY 2010				
07/04/10	College Closed (Independence Day)	Holiday	N/A	N/A
07/05/10	Last Day to W or WX (12-Week Classes)	Term	N/A	N/A
07/20/10	Last Day to W or WX (Summer "B" Classes)	Term	N/A	N/A
AUGUST 2010				
08/03/10	Classes End; Makeup Exams; Grades Due by 4:00 pm (Summer "C" & Summer "B" Sessions)	Term	N/A	N/A
08/04/10	Grades (Summer "C" and Summer "B") Available via Web	Term	N/A	N/A