



# **2009-2010 ACADEMIC WORKING CALENDAR**

**(Please refer to Individual Working Calendars located in the back of this document for times and location of meetings)**

## APRIL 2009

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|------------|--|
| 1          | Vice President's office requests preferences for standing committee service for the coming year  |
| 1          | Vice President's Office and Enrollment Services schedules planning meeting for the Principals & Counselors Meeting and selects early June date                                   |
| 10         | <b>Evaluation of Vice President's Staff</b> – Vice President's Office requests that staff members submit lists of names to which administrative assessment forms are to be sent. |
| 4/13-17    | <b>2009 Summer Calendar – Long Session, First Short Session, Second Short Session</b> – Early Advising Week  |
| 4/20 – 6/3 | <b>2009 Summer Calendar – Long Session, First Short Session</b> – Enrollment/Advisement  |
| 4/20-7/5   | <b>2009 Summer Calendar – Second Short Session</b> – Enrollment/Advisement   |
| 15         | <b>Evaluation of Vice President's Staff</b> – Staff members submit lists of names to which administrative assessment forms are to be sent.                                       |
| 15         | Book Orders for fall semester submitted to Bookstore   |
| 20         | <b>Evaluation of Vice President's Staff</b> – Academic Vice President's Office distributes Administrative Assessment Forms for completion  |
| 25         | Chancellor's Award for Teaching Excellence – Deadline for nominations and supporting documentation to be received by the VCCS Professional Development Office                    |
| 28         | <b>Evaluation of Vice President's Staff</b> – Administrative Assessment forms are returned to the Academic Vice President's Office   |

## May 2009

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| 20 | <b>Evaluation of Vice President's Staff</b> – Computer Services completes tally of Administrative Assessment Forms and returns results to Academic V. P. Office |
| 25 | <b>2009 Summer Calendar – College Closed – Memorial Day HOLIDAY</b>   |
| 28 | <b>2009 Summer Calendar – Long Session, First Short Session</b> – Tuition Due for Early Enrollment  |

## JUNE 2009

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| 1  | <b>Evaluation of Vice President's Staff</b> – Academic Vice President's Office sends a copy of assessment results to staff members   |
| 1  | <b>Evaluation of Vice President's Staff</b> – Academic Vice President's Office sends request to staff members for required evaluation information including lists of previous year's activities in the areas of college service, community service, and professional development |
| 4  | <b>2009 Summer Calendar – Long Session, First Short Session</b> – Classes Begin  |
| 4  | <b>2009 Summer Calendar – First Short Session</b> – Last day to add without faculty permission   |
| 8  | <b>2009 Summer Calendar – First Short Session</b> – Last day to add with faculty permission, change from audit to credit, or drop with a refund  |
| 9  | <b>2009 Summer Calendar – Long Session</b> - Last day to add without faculty permission  |
| 10 | Vice President's Staff Meeting   |
| 11 | Adjunct Faculty summer contracts/summary sheets due to payroll (1 <sup>st</sup> payroll date)  |
| 12 | <b>2009 Summer Calendar – Long Session</b> – Last day to add with faculty permission, change   |

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|          | from audit to credit, or drop with a refund  |
| 13       | Summer FTE Spreadsheet updated (Divisions)   |
| 4/20-7/5 | <b>2009 Summer Calendar – Second Short Session</b> – Enrollment/Advisement   |
| 15-30    | <b>Evaluation of Vice President’s Staff</b> – Academic Vice President’s Office schedules evaluation conferences with staff members |
| 22       | <b>2009 Summer Calendar – First Short Session</b> – Last Day to withdraw without grade penalty or change from credit to audit      |
| 24       | Vice President’s Staff Meeting   |
| 26       | Adjunct Faculty summer contracts/summary sheets due to payroll (2 <sup>nd</sup> payroll date)                                      |
| 27       | Summer FTE Spreadsheet updated (Divisions)   |
| 29       | Adjunct faculty pay date (1st pay date)  |
| 29       | <b>2009 Summer Calendar – Second Short Session</b> – Tuition due for early enrollment  |

## JULY 2009

|          |   |
|----------|---|
| 4/20-7/5 | <b>2009 Summer Calendar – Second Short Session</b> – Enrollment/Advisement  |
| 1        | <b>2009 Summer Calendar – First Short Session</b> – Classes End   |
| 2        | <b>2009 Summer Calendar – First Short Session</b> – Final Exams   |
| 3        | <b>2009 Summer Calendar - INDEPENDENCE DAY HOLIDAY - COLLEGE CLOSED</b>   |
| 6        | <b>2009 Summer Calendar – Second Short Session</b> – Classes Begin  |
| 6        | <b>2009 Summer Calendar – Second Short Session</b> – Last day to add without faculty permission   |
| 6        | <b>2009 Summer Calendar – First Short Session</b> – Grades due 4:30 p.m.  |
| 8        | Vice President’s Staff Meeting  |
| 8        | <b>2009 Summer Calendar – Long Session</b> – Last day to withdraw without grade penalty or change from credit to audit  |
| 9        | <b>2009 Summer Calendar – Second Short Session</b> – Last day to add with faculty permission, change from audit to credit, or drop with a refund                                  |
| 9        | Adjunct Faculty summer contracts/summary sheets due to payroll (3 <sup>rd</sup> payroll date)   |
| 11       | Summer FTE Spreadsheet updated  |
| 11       | Summer FTE Spreadsheet updated  |
| 13       | Adjunct faculty pay date (2 <sup>nd</sup> pay date)   |
| 14       | Adjunct Faculty contracts for fall due to the Vice President  |
| 15       | <b>Evaluation of Vice President’s Staff</b> – Academic Vice President’s Office submits completed evaluation forms to the Human Resource Office for staff members’ personnel files |
| 21       | MECC Local Board Meeting  |
| 21       | Divisions submit preliminary overloads, released time for fall semester to the Vice President for planning purposes   |
| 22       | Vice President’s Staff Meeting  |
| 22       | Student Services Staff Meeting  |
| 23       | <b>2009 Summer Calendar – Second Short Session</b> – Last day to withdraw without grade penalty or change from credit to audit  |
| 23       | Adjunct Faculty summer contracts/summary sheets due to payroll (4 <sup>th</sup> payroll date)   |
| 25       | Summer FTE Spreadsheet updated  |
| 27       | Adjunct faculty pay date (3 <sup>rd</sup> pay date)   |
| 29       | <b>2009 Summer Calendar – Long Session</b> – Classes End  |
| 30-31    | <b>2009 Summer Calendar – Long Session</b> - Final Exams  |
| 31       | <b>2009 Summer Calendar – Second Short Session</b> – Classes End  |

# AUGUST 2009

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|-------|--|
| 1     | Academic and Student Services Working Calendar added to web page   |
| 1     | Academic Calendar sent to the Chancellor by President's Office   |
| 3     | <b>2009 Summer Calendar – Second Short Session</b> – Final Exams   |
| 3     | <b>2009 Summer Calendar – Long Session</b> - Grades Due 4:30 p.m.  |
| 4     | <b>2009 Summer Calendar – Second Short Session</b> - Grades Due 4:30 p.m.  |
| 8     | Fall FTE Spreadsheet Updated   |
| 10    | Adjunct faculty payroll date (4 <sup>th</sup> pay date)  |
| 11    | Division Secretaries begin work on room schedules to be posted on classroom doors  |
| 12    | Vice President's Staff Meeting   |
| 14    | <b>2009 Fall Calendar</b> – Tuition Due for Early Enrollment   |
| 14    | Night registration form for fall semester sent to the departments involved in night registration   |
| 14    | Fall FTE Spreadsheet Updated   |
| 14    | Student Success Committee  |
| 15    | <b>Virginia Outstanding Faculty Award (SCHEV) (Due 10/7/09)</b> - Vice President's Office reminds Division Deans to ask for nominations (at their first division meeting) for the Virginia Outstanding Faculty Awards.   |
| 17    | <b>WEAVE Annual Plan</b> – Faculty continue to work on WEAVE Program Reviews for 2008-09 and review 2009-10 WEAVE Plan.  |
| 18    | Room Schedules for Fall Semester are posted on classroom doors by division secretaries   |
| 17-18 | <b>2009 Fall Calendar - FACULTY/STAFF IN-SERVICE</b>   |
| 18    | Division Meetings  |
| 19    | Night registration forms returned to the Vice President's office by division deans/department heads  |
| 19-21 | <b>2009 Fall Calendar</b> - Enrollment/Advising  |
| 20    | <b>Virginia Outstanding Faculty Award (SCHEV) (Due 10/7/09)</b> - Division Deans notify Vice President of nominations and begin work with faculty to prepare nomination packet (overview and guidelines available at website ----- <a href="http://www.schev.edu/">http://www.schev.edu/</a> ) |
| 20    | Completed night registration form sent to divisions/departments  |
| 21    | Fall FTE Spreadsheet Updated   |
| 24    | <b>FALL CLASSES BEGIN</b>  |
| 26    | Student Services Staff Meeting   |
| 26    | Vice President's Staff Meeting   |
| 28    | Fall FTE Spreadsheet Updated   |
| 30    | <b>2009 Fall Calendar</b> – Last day to add without faculty permission   |
| 31    | Adjunct Faculty fall contracts/summary sheets due to payroll (1 <sup>st</sup> pay period)  |

# SEPTEMBER 2009

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| 1 | <b>Budget Year Important Dates</b> – Budget managers should review budgets to ensure that the rate of expenditure is appropriate  |
| 1 | <b>Class Schedule Calendar Spring 2010</b> – Academic Vice President's Office sends reminder to Deans to begin planning the Spring schedule of classes so that division secretaries can begin schedule entry (completion due by 9/25) |
| 1 | Professional Development Committee meeting  |
| 1 | Divisions submit final faculty work schedules/office hours, overloads, released time for fall semester to the Vice President  |
| 1 | Occupational Technical Deans begin work on updating the Advisory Committees Handbook  |

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| 1  | <b>Faculty Evaluation</b> - Human Resource Office notifies faculty to apply for multi-year contracts & promotions  |
| 3  | Division Meetings  |
| 4  | Fall FTE Spreadsheet Updated   |
| 7  | <b>LABOR DAY HOLIDAY – COLLEGE CLOSED (No day or evening classes)</b>  |
| 7  | DEIT Peer Review Committee Meeting   |
| 8  | Faculty Senate Meeting   |
| 8  | Professional Development Committee   |
| 9  | <b>2009 Fall Calendar</b> - Last Day to add with faculty permission, change from audit to credit, or drop with a refund  |
| 9  | Vice President's Staff Meeting   |
| 10 | <b>Class Schedule Calendar Spring 2010</b> – Academic Vice President's Office sends reminder to division secretaries that completion of spring class schedule entry is to due by 10/2.   |
| 10 | Instruction and Curriculum Committee meeting   |
| 10 | International Education Committee meeting  |
| 14 | Adjunct Faculty fall contracts/summary sheets due to payroll (2 <sup>nd</sup> pay period)  |
| 11 | Student Success Committee  |
| 11 | Fall FTE Spreadsheet Updated   |
| 15 | Faculty fall work schedules/office hours entered on home page by Vice President's Office   |
| 15 | <b>Faculty Evaluation</b> - President requests the selection of an ad-hoc Committee from faculty and administrative groups   |
| 15 | <b>NISOD / Excellence in Teaching Award – Academic Vice President's Office reminds Academic Deans that nominations</b> (one from each division recommended by the deans) are due to VP Office by the last working day in September   |
| 15 | <b>Faculty Evaluation</b> - Faculty sends requests for multi-year appointment and promotions to supervisor   |
| 15 | Local Board Meeting  |
| 15 | Student Success Committee Meeting  |
| 17 | Violence Prevention & Campus Safety Committee  |
| 18 | Fall FTE Spreadsheet Updated   |
| 21 | Adjunct Faculty fall payroll date (1st payroll date)   |
| 22 | College Council meeting  |
| 23 | Vice President's staff meeting   |
| 23 | Student Services Staff Meeting   |
| 24 | Distance Education & Instructional Technology Committee meeting  |
| 28 | Adjunct Faculty fall contracts/summary sheets due to payroll (3 <sup>rd</sup> ) pay period)  |
| 30 | <b>Faculty Evaluation</b> - President appoints faculty & administrators to Ad Hoc Appointment Advisory Committee   |
| 30 | <b>Faculty Evaluation</b> - Supervisors complete the faculty evaluations   |
| 30 | <b>NISOD / Excellence in Teaching Award – Academic Deans submit names of nominees to the Academic Vice President</b> (one from each division recommended by the deans) for submission to the MECC Professional Development Committee |

## OCTOBER 2009

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| 1   | <b>Virginia Outstanding Faculty Award (SCHEV)</b> – Vice President of Academic and Student Services Office reminds academic deans of October 7 nomination submission deadline |
| 1   | Division meetings   |
| 1-3 | VCCA Convention, Roanoke, VA, Hotel Roanoke & Conference Center   |
| 2   | <b>Class Schedule Calendar Spring 2010</b> – Divisions complete entry of Spring Schedule on   |

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|       | SIS   |
| 5     | <b>NISOD / Excellence in Teaching Award</b> – The Academic Vice President forwards names of nominees (one from each division recommended by the deans) to the Professional Development Committee. |
| 5     | Adjunct Faculty fall payroll date (2 <sup>nd</sup> payroll date)  |
| 5     | DEIT Peer Review Committee Meeting  |
| 5     | <b>Class Schedule Calendar Spring 2010</b> – IT sends schedule and room conflict report to VP's Office  |
| 6     | Professional Development Committee meeting  |
| 6-8   | <b>Class Schedule Calendar Spring 2010</b> - Vice President's Office reviews schedule, room schedules are created   |
| 7     | <b>Class Schedule Calendar Spring 2010</b> – Divisions make corrections on SIS  |
| 7     | <b>Virginia Outstanding Faculty Award (SCHEV)</b> – submission deadline for nomination materials to be received at SCHEV  |
| 8     | Instruction and Curriculum Committee meeting  |
| 8     | International Education Committee Meeting   |
| 8     | <b>Class Schedule Calendar Spring 2010</b> - Vice President's Office notifies Divisions of room conflicts and works with them on resolution   |
| 9     | <b>Class Schedule Calendar Spring 2010</b> – Computer Services sends updated schedule to Community Relations  |
| 9     | Student Success Committee   |
| 9     | Fall FTE Spreadsheet Updated  |
| 12    | Adjunct Faculty fall contracts/summary sheets due to payroll (4 <sup>th</sup> pay period)   |
| 12-16 | <b>Class Schedule Calendar Spring 2010</b> - Community Relations lays out schedule and sends to Divisions and Vice President for final approval   |
| 13    | Faculty Senate Meeting  |
| 14    | Vice President's Staff Meeting  |
| 15    | Book orders for spring semester due to the Bookstore  |
| 15    | <b>Faculty Evaluation</b> - Ad Hoc Appointment Advisory Committee meets and President presents guidelines and working procedures  |
| 15    | <b>Faculty Evaluation</b> – Written evaluations to faculty  |
| 15    | <b>Faculty Evaluation</b> - Evaluation rebuttals and grievance process begins if needed   |
| 15    | <b>Student Evaluation of Faculty</b> - Divisions receive a request from Computing and Information Technology to compile a listing of courses to be evaluated                                      |
| 15    | Violence Prevention & Campus Safety Committee   |
| 16    | WEAVE Annual Plan – Faculty finalize WEAVE program reviews for 2008-09, and finalize 2009-10 goals, outcomes & measures.  |
| 16    | <b>2009 Fall Calendar</b> – Faculty In-Service Day – No day or evening classes  |
| 17-18 | <b>HOME CRAFT DAYS</b>  |
| 19    | Adjunct Faculty fall payroll date (3 <sup>rd</sup> payroll date)  |
| 19    | Safety Committee Meeting  |
| 19    | <b>Class Schedule Calendar Spring 2010</b> - Divisions complete proof and return to CR with corrections   |
| 20    | Student Success Committee Meeting   |
| 23    | <b>Class Schedule Calendar Spring 2010</b> - Community Relations sends spring schedule to external printer  |
| 22    | Distance Education & Instructional Technology Committee meeting   |
| 23    | Fall FTE Spreadsheet Updated  |
| 24    | ACT Testing (D/C Auditorium)  |
| 25    | <b>Student Evaluation of Faculty</b> - Divisions return list of courses to be evaluated to CIT  |
| 26    | Classified Performance Evaluations due to Human Resource Office   |
| 26    | Adjunct Faculty fall contracts/summary sheets due to payroll (5 <sup>th</sup> pay period)   |

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| 26-30 | <b>Class Schedule Calendar Spring 2010</b> - Spring schedule entered on web site by Community Relations               |
| 27    | College Council   |
| 28    | Vice President's Staff meeting  |
| 28    | Student Services Staff Meeting  |
| 29    | <b>2009 Fall Calendar</b> -Last day to withdraw without grade penalty, change from credit to audit                    |
| 30    | <b>Student Evaluation of Faculty</b> - CIT enters listing of faculty to be evaluated on Dbase to create a master file |
| 30    | <b>Faculty Evaluation</b> - Supervisors verify personnel files in evaluation process                                  |

## NOVEMBER 2009

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|---------------|--|
| 1             | <b>Chancellor's Commonwealth Professorship Award</b> – Chancellor sends notification to President's Office and Chancellor's Faculty Advisory Committee requesting nominations.   |
| 1             | <b>Chancellor's Commonwealth Professorship Award</b> – Vice President of Academic and Student Services reminds Division Deans to request teaching faculty nominations (submission deadline to VCCS (2/1)                       |
| 1-8           | <b>Faculty Evaluation</b> – If there were no faculty evaluation rebuttals, the process is completed, and faculty evaluations are finalized   |
| 2             | Adjunct Faculty fall payroll date (4 <sup>th</sup> payroll date)   |
| 2             | DEIT Peer Review Committee Meeting   |
| 3             | Professional Development Committee meeting   |
| 5             | Division meetings  |
| 9-13          | <b>Class Schedule Calendar Spring 2010</b> - Printer bulk mails schedules to all households; printer delivers extra schedules to campus  |
| 9             | <b>2009 Fall Calendar</b> – Application Deadline for Fall Graduation   |
| 9             | Adjunct Faculty fall contracts/summary sheets due to payroll (6 <sup>th</sup> pay period)  |
| 10            | Faculty Senate meeting   |
| 10            | <b>Student Evaluation of Faculty</b> – Vice President's Office and CIT prepare faculty evaluation packets with identification labels to include scan forms, instructions for faculty and proctors                              |
| 11            | Vice President's Staff meeting   |
| 12            | Instruction and Curriculum Committee meeting   |
| 12            | International Education Committee Meeting  |
| 13            | Student Success Committee  |
| 13            | Fall FTE Spreadsheet Updated   |
| 11/15 – 12/10 | <b>Student Evaluation of Faculty</b> - Faculty evaluations conducted and returned to CIT   |
| 15            | <b>Chancellor's Award for Teaching Excellence</b> – Information is posted on the VCCS Professional Development website.  |
| 15            | <b>NISOD / Excellence in Teaching Award</b> – the Academic Vice President submits names of nominees (one from each division recommended by the deans) to NISOD. Deadline is December 1. Applications are now submitted online. |
| 15            | Night registration form for spring submitted to departments for sign-up  |
| 15            | Occupational Technical Deans review the updated Advisory Committees Handbook with the Academic Vice President in preparation for publishing  |
| 16            | Catalog & Student Handbook 2010-2011– Community Relations notifies departments of areas for updates  |
| 16            | Adjunct Faculty fall payroll date (5 <sup>th</sup> pay period)   |
| 16            | <b>2009 – 2010 Fall &amp; Spring Calendar</b> - Spring Open Enrollment Begins  |
| 16            | <b>2010-2011 Catalog &amp; Student Handbook</b> – Community Relations notifies divisions of areas  |

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|       | for updates  |
| 17    | MECC Local Board meeting   |
| 17    | Student Success Committee meeting  |
| 19    | Violence Prevention & Campus Safety Committee  |
| 20    | <b>2009 Fall Calendar</b> - Last day to make up incomplete grades from spring and summer   |
| 23    | Adjunct Faculty fall contracts/summary sheets due to payroll (7 <sup>th</sup> pay period)  |
| 24    | College Council Meeting  |
| 25    | <b>2009 Fall Calendar</b> – Faculty Research Day – no day or evening classes   |
| 25    | Vice President’s Staff meeting   |
| 25    | Student Services Staff Meeting   |
| 26-27 | <b>2009 Fall Calendar - THANKSGIVING HOLIDAY – College closed</b>  |
| 26    | Distance Education & Instructional Technology Committee meeting  |
| 27    | Fall and Spring FTE Spreadsheets Updated   |
| 30    | Adjunct Faculty fall payroll date (6 <sup>th</sup> payroll date)   |
| 30    | <b>Faculty Evaluation</b> - Ad Hoc Appointment and Advisory Committee reviews guidelines and working procedures                                |
| 30    | <b>Faculty Evaluation</b> - Human Resource office and VCCS affirm multi-year and/or promotion eligibility`                                     |
| 30    | <b>Faculty Evaluation</b> - Division Deans/Directors recommendation to Academic Vice President for multi-year/promotion with copy to applicant |

## DECEMBER 2009

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|-------|--|
| 1     | <b>Budget Year Important Dates</b> – Budget managers should ensure that expenditures are approximately 50% of the total amount budgeted or are appropriate for each account    |
| 1     | Adjunct Faculty Contracts for Spring Semester are submitted to the Vice President  |
| 1     | Occupational Technical Deans send completed Advisory Committees Handbook to Print Shop for printing  |
| 1     | Professional Development Committee meeting   |
| 1     | Divisions submit preliminary released time and overloads for spring semester for planning purposes   |
| 1     | <b>NISOD / Excellence in Teaching Award</b> –Deadline for submission of names of nominees to NISOD.  |
| 3     | Division Meetings  |
| 4     | Night registration form completed and returned to Vice President’s Office  |
| 5     | SAT Testing (DC Auditorium)  |
| 7     | Adjunct Faculty fall contracts/summary sheets due to payroll (8 <sup>th</sup> pay period)  |
| 7     | DEIT Peer Review Committee Meeting   |
| 8     | Faculty Senate Meeting   |
| 9     | Vice President’s Staff Meeting   |
| 10    | <b>Class Schedule Calendar Summer/Fall 2010</b> – Academic Vice President’s Office sends reminder to division secretaries that completion of schedule entry is to due by 2/12. |
| 10    | International Education Committee Meeting  |
| 10    | Instruction and Curriculum Committee Meeting   |
| 11    | Student Success Committee  |
| 11    | Fall and Spring FTE Spreadsheet Updated  |
| 8     | WEAVE Annual Plan – Vice President and staff review WEAVE 2008-09 annual plans including program reviews   |
| 11    | <b>2009 Fall Calendar – Last Day of Classes</b>  |
| 14-17 | <b>2009 Fall Classes – Final Exams</b>   |

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| 14          | Adjunct Faculty fall payroll date (7 <sup>th</sup> pay period)  |
| 15-20       | <b>Student Evaluation of Faculty</b> - CIT sorts and alphabetizes packets from divisions. Forms scanned and evaluation results produced   |
| 15          | <b>Faculty Evaluation</b> - President's staff recommendations to President with copy to applicant for multi-year/promotion  |
| 15          | <b>Faculty Evaluation</b> - President's recommendations for his/her staff with copy to applicant for multi-year/promotion   |
| 15          | Student Success Committee Meeting   |
| 11/16 – 3/8 | <b>2010-2011 Catalog &amp; Student Handbook</b> – On an on-going basis, divisions submit changes for Catalog and Handbook to Community Relations, and Community Relations provides revisions to all departments for proofing. |
| 16          | Division Secretaries begin work on room schedules to be posted on classroom doors   |
| 17          | Violence Prevention & Campus Safety Committee   |
| 18          | <b>2009 Fall Calendar</b> – Graduate Assessment, Grades due 4 p.m., Faculty Work Day  |
| 21-23       | <b>2009 Fall Calendar</b> - Faculty Research Days   |
| 23          | Vice President's Staff Meeting  |
| 23          | Student Services Staff Meeting  |
| 24          | Distance Education & Instructional Technology Committee meeting   |
| 28          | Adjunct Faculty fall payroll date (8 <sup>th</sup> payroll date)  |

## JANUARY-2010

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|-----|--|
| 1   | <b>Budget Year Important Dates</b> – Administrative review and redistribution of budget occurs   |
| 1   | <b>Faculty Evaluation</b> - Ad Hoc Appointment Advisory Committee provided with materials for deliberation   |
| 4   | Completed night registration form sent to departments by Vice-President's Office   |
| 4   | Spring FTE Spreadsheet Updated   |
| 4   | DEIT Peer Review Committee Meeting   |
| 5   | Professional Development Committee   |
| 5   | Room Schedules for Spring Semester are posted on classroom doors by division secretaries   |
| 5   | Division Meetings  |
| 4-5 | <b>2010 Spring Calendar - FACULTY/STAFF IN-SERVICE, Division Meetings</b>  |
| 5-9 | <b>Student Evaluation of Faculty</b> - CIT will return fall evaluation results to the division secretary   |
| 5   | <b>2010 Spring Calendar</b> – Tuition due for Early Enrollment   |
| 6-8 | <b>2010 Spring Calendar</b> - Enrollment/Advising  |
| 8   | Spring FTE Spreadsheet Updated   |
| 8   | Student Success Committee  |
| 10  | <b>Class Schedule Calendar Summer/Fall 2010</b> – Academic Vice President's Office sends reminder to division secretaries that completion of schedule entry is to due by 2/12.   |
| 11  | <b>2010 Spring Calendar – FIRST DAY OF CLASSES</b>   |
| 12  | Faculty Senate meeting   |
| 13  | Vice President's Staff Meeting   |
| 14  | Instruction and Curriculum Committee meeting   |
| 14  | International Education Committee Meeting  |
| 15  | <b>Class Schedule Calendar 2010</b> - Academic Vice President's Office sends reminder to Deans to begin planning the Summer and Preliminary Fall schedule of classes so that division secretaries can begin schedule entry (completion due by 2/6) |
| 15  | Division Deans schedule meetings with the Vice President of Academic and Student Services to review faculty members' performance as indicated by completed evaluations.  |

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| 15          | <b>Chancellor's Award for Teaching Excellence</b> - Vice President's Office reminds Division Deans to inform faculty members of award due date, eligibility requirements, and application process for award. (Due 4/25)       |
| 15          | Divisions submit requests for payment for Fall Semester overloads to the Vice-President of Academic and Student Services  |
| 15          | Spring FTE Spreadsheet Updated  |
| 11/16 – 3/8 | <b>2010-2011 Catalog &amp; Student Handbook</b> – On an on-going basis, divisions submit changes for Catalog and Handbook to Community Relations, and Community Relations provides revisions to all departments for proofing. |
| 18          | <b>2010 Spring Calendar</b> – Martin Luther King, Jr. <b>HOLIDAY</b> – College Closed   |
| 18          | <b>2010 Spring Calendar</b> – Last day to add without faculty permission  |
| 19          | MECC Local Board meeting  |
| 19          | Student Success Committee Meeting   |
| 20          | Divisions submit final faculty work schedules/office hours, released time, and overloads for spring semester  |
| 21          | Violence Prevention & Campus Safety Committee   |
| 22          | Spring FTE Spreadsheet Updated  |
| 25          | <b>Class Schedule Calendar Spring 2010</b> – Academic Vice President's Office sends reminder to division secretaries that completion of Summer and Preliminary Fall class schedule entry is to due by 2/6                     |
| 25          | <b>Graduation Sub-cycle</b> – Registrar's office requests applications for graduation. Application materials contain information for ordering academic regalia  |
| 26          | College Council Meeting   |
| 27          | Vice President's Staff Meeting  |
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| 27          | Student Services Staff Meeting  |
| 28          | <b>2010 Spring Calendar</b> - Last Day to add with faculty permission, change from audit to credit, or drop with a refund   |
| 28          | Distance Education & Instructional Technology Committee meeting   |
| 29          | Spring FTE Spreadsheet Updated  |
| 30          | Requests for payment for Fall overloads submitted to payroll.   |
| 30          | Faculty Work schedules/office hours for spring semester are entered on home page by Vice President's Office   |
| 30          | <b>Faculty Evaluation</b> - Ad Hoc Appointment Advisory Committee advises President   |

## FEBRUARY 2010

|    |  |
|----|--|
| 1  | <b>Chancellor's Commonwealth Professorship Award</b> –Nomination materials due to VCCS (submission deadline) |
| 1  | DEIT Peer Review Committee Meeting   |
| 2  | Professional Development Committee Meeting   |
| 4  | Division Meetings  |
| 6  | ACT Testing (DC Auditorium)  |
| 9  | Faculty Senate Meeting   |
| 10 | Vice President's Staff Meeting   |
| 11 | Instruction and Curriculum Committee Meeting   |
| 11 | International Education Committee Meeting  |

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| 12          | <b>Class Schedule Calendar Summer/Fall 2010</b> – Divisions complete entry of Summer/ Fall schedule on SIS  |
| 12          | Student Success Committee   |
| 12          | Spring FTE Spreadsheet Updated  |
| 15          | Vice President sends request for nominations of Exceptional Graduates (due by 2/25)   |
| 15          | <b>Faculty Evaluation</b> - President notifies faculty and Human Resource Office of appointment/promotions  |
| 15          | <b>Class Schedule Calendar Summer/Fall 2010</b> - Computer Services sends Summer/Fall schedule and room conflict reports to Vice President's office   |
| 15-19       | <b>Class Schedule Calendar Summer/Fall 2010</b> – Vice President's Office reviews Summer/Fall schedule; room schedules are created  |
| 16          | Student Success Committee Meeting   |
| 11/16 – 3/8 | <b>2010-2011 Catalog &amp; Student Handbook</b> – On an on-going basis, divisions submit changes for Catalog and Handbook to Community Relations, and Community Relations provides revisions to all departments for proofing. |
| 18          | Violence Prevention & Campus Safety Committee   |
| 18-19       | <b>2010 Spring Calendar – Faculty Work Days (no day or evening classes)</b>   |
| 19          | <b>Class Schedule Calendar Summer/Fall 2010</b> – Divisions complete Summer/Fall schedule corrections on SIS  |
| 19          | <b>Class Schedule Calendar Summer/Fall 2010</b> - Vice President's Office notifies Divisions of room conflicts and works with them on resolution  |
| 22          | <b>Class Schedule Calendar Summer/Fall 2010</b> – Computer Services sends updated schedule to Community Relations   |
| 22          | <b>WEAVE Annual Plan</b> – Faculty submit 2010-11 budget requests based on preliminary assessment of 2009-10 WEAVE Plan, and review 2010-11 WEAVE Plan.   |
| 22-26       | <b>Class Schedule Calendar Summer/Fall 2010</b> – Community Relations finalizes Summer/Fall schedule layout and sends to VP's office and divisions for proofing   |
| 22          | <b>Class Schedule Calendar Summer/Fall 2010</b> - Computer Services sends updated Summer/Fall schedule to Community Relations   |
| 23          | College Council Meeting   |
| 24          | Vice President's Staff Meeting  |
| 24          | Student Services Staff Meeting  |
| 25          | Exceptional Graduates nominations due to Academic Vice President's Office   |
| 25          | <b>Student Evaluation of Faculty</b> - Divisions will receive a list from Computing and Information Technology with faculty names/courses taught from which they will select the faculty/courses to be evaluated.             |
| 25          | Distance Education & Instructional Technology Committee meeting   |
| 28          | <b>Faculty Evaluation</b> - Appointment proposals sent to faculty by Human Resources  |

## MARCH 2010

|   |   |
|---|---|
| 1 | <p><b>Budget Year Important Dates</b> –</p> <ul style="list-style-type: none"> <li>❖ Managers should review budgets and redistribute unencumbered balances to make appropriate use of available funds.</li> <li>❖ Requests for new positions for the next fiscal year should be to the appropriate Vice President by the 13<sup>th</sup>. (Directors reporting to the President should submit requests to the President by the same date.)</li> </ul> |
| 1 | Academic Vice President's Offices submits names of Exceptional Graduates to Community Relations and Student Services  |
| 1 | <b>Graduation Subcycle</b> – Vice President of Academic and Student Services selects faculty  |

|             |  |
|-------------|--|
|             | marshals and notifies the President's Office   |
| 1           | <b>2010 Spring Calendar</b> - Application deadline for spring and summer graduation  |
| 1           | DEIT Peer Review Committee Meeting   |
| 1-5         | <b>Class Schedule Calendar Summer/Fall 2010</b> – Divisions complete and return to Community Relations with corrections.   |
| 2           | Professional Development Committee   |
| 5           | <b>Student Evaluation of Faculty</b> - Divisions provide listing of courses/faculty to CIT   |
| 4           | Division Meetings  |
| 8-12        | <b>2010-2011 Catalog &amp; Student Handbook – FINAL DEADLINE</b> for Divisions to submit changes for Catalog and Handbook to Community Relations   |
| 8-12        | <b>Class Schedule Calendar Summer/Fall 2010</b> – Community Relations sends to external printer.   |
| 15-19       | <b>Class Schedule Calendar Summer / Fall 2010</b> – Schedules are posted on web site by Community Relations  |
| 15-19       | <b>2010-2011 Catalog and Student Handbook</b> – Divisions complete <b>FINAL</b> proof of Catalog and Handbook changes and return to Community Relations  |
| 9           | Faulty Senate Meeting  |
| 10          | Vice President's Staff Meeting   |
| 10          | <b>Student Evaluation of Faculty</b> - CIT enters listing on Dbase to create master file   |
| 11          | Instruction and Curriculum Committee Meeting   |
| 11          | International Education Committee Meeting  |
| 12          | Spring FTE Spreadsheet Updated   |
| 12          | Student Success Committee  |
| 15          | <b>2010 Spring Calendar – Faculty Research Day (no day or evening classes)</b>   |
| 15          | Book orders for Summer Semester submitted to Bookstore   |
| 15          | <b>Graduation Sub-cycle</b> – Vice President of Academic & Student Services sends invitations to adjunct faculty to participate in graduation  |
| 15          | <b>Chancellor's Award for Teaching Excellence</b> – Academic Deans notify Vice President of nominations for award, and work with faculty member on application packet. (Due to V.P. Office by 4/15 for submission and receipt at VCCS by 4/25 – one per college) |
| 16-19       | <b>2010 Spring Calendar - SPRING BREAK (no day or night classes)</b>   |
| 16          | MECC Local Board Meeting   |
| 16          | Student Success Committee Meeting  |
| 20          | <b>Student Evaluation of Faculty</b> – Vice President's Office and CIT prepare faculty evaluation packets with identification labels to include scan forms and instructions for faculty and proctors   |
| 18          | Violence Prevention & Campus Safety Committee  |
| 3/25 – 4/10 | <b>Student Evaluation of Faculty</b> - Evaluations conducted and returned to CIT   |
| 23          | College Council Meeting  |
| 24          | Vice President's Staff Meeting   |
| 24          | Student Services Staff Meeting   |
| 25          | Distance Education & Instructional Technology Committee meeting  |
| 29          | <b>2010 Spring Calendar</b> - Last day to withdraw without grade penalty, change from credit to audit  |
| 31          | Final faculty overloads for the academic year submitted to the Vice President's Office   |
| 31          | <b>Chancellor's Award for Teaching Excellence</b> – Division Deans remind faculty that application packets are due to Vice President of Academic and Student Services by April 15. (Must be received at VCCS by 4/25 – one per college)                          |

# APRIL 2010

|           |   |
|-----------|---|
| 1         | <p><b>Budget Year Important Dates –</b></p> <ul style="list-style-type: none"> <li>❖ Purchases using GE Mastercard Small Purchase Card or to encumber items by Purchase Request, Travel Estimate Worksheet, or memo. <u>Budget balances cannot be spent after April 10<sup>th</sup> without the approval of the Vice President of Financial and Administrative Services.</u></li> <li>❖ Final payments from Carl Perkins Funds must be made by April 15th, 20010.</li> <li>❖ Final payments for Equipment Trust Fund purchases must be made by April 15th, 2010.</li> <li>❖ All major charges to be paid in FY10 by the Small Purchase Charge Card should be on the April 15<sup>th</sup> statement. Charges after this point should be emergency or point-of-sale only and pre-approved by the Vice President of Financial and Administrative Services.</li> </ul> |
| 1         | <b>Graduation Sub-cycle</b> – The Office of the Vice President of Academic and Student Services makes arrangements for flowers.   |
| 1         | Vice President’s Office submits overloads to payroll  |
| 1         | Enrollment Services and Vice President’s Office schedule planning meeting for the Principals & Counselors Meeting and Luncheon and selects an early June date for the event   |
| 1         | Vice President’s Office requests preferences for standing committees service for the coming academic year   |
| 1         | <b>Graduation Sub-cycle</b> – Registrar’s Office sends order information and reminder to Faculty who need academic regalia.   |
| 1         | <b>Graduation Sub-cycle</b> – Vice President of Academic & Student Services requests that Student Services secures ushers.  |
| 1         | Division Meetings   |
| 5         | DEIT Peer Review Committee Meeting  |
| 5-9       | <b>Class Schedule Calendar Summer/Fall 2010</b> – External Printer bulk mails Summer/Fall schedule to all households and delivers extra schedules to campus   |
| 5-9       | <b>2010-2011 Curriculum Guides</b> – Community Relations posts curriculum guides to website.  |
| 6         | Professional Development Committee  |
| 6         | <b>2010 Spring Calendar</b> – Graduate Assessment, Faculty Work Day –no day or evening classes  |
| 7-9       | <b>NEW HORIZONS CONFERENCE</b> – Hotel Roanoke & Conference Center, Roanoke, VA   |
| 8         | Instruction & Curriculum Committee Meeting  |
| 8         | International Education Committee Meeting   |
| 9         | Student Success Committee   |
| 10        | ACT Testing (D/C Auditorium)  |
| 10        | <b>Evaluation of Vice President’s Staff</b> – Vice President’s Office requests that staff members submit lists of names to which administrative assessment forms are to be sent.  |
| 12        | <b>2010 Spring Calendar</b> – Open Enrollment & Advisement Begins/Summer and Fall Semester  |
| 13        | Faculty Senate Meeting  |
| 4/15-4/20 | <b>Student Evaluation of Faculty</b> – CIT sorts and alphabetizes packets from divisions. Forms scanned and Evaluation results produced.  |

|       |   |
|-------|---|
| 12-16 | <b>2010-2011 Catalog &amp; Student Handbook</b> – Community Relations sends Catalog and Handbook to MECC Print Shop   |
| 12    | <b>2010 Summer Calendar, Long Session, First and Second Short Session</b> – Enrollment/Advisement Begins  |
| 14    | Vice President’s Staff Meeting  |
| 15    | <b>Chancellor’s Award for Teaching Excellence</b> – Application packets due to Vice President of Academic and Student Services (Must be received at VCCS by 4/25 – one per college)   |
| 15    | Book orders for fall semester submitted to Bookstore  |
| 15    | <b>Graduation Sub-cycle</b> - Registrar’s Office provides a graduation list for the program to the Director of Community Relations.   |
| 15    | <b>Evaluation of Vice President’s Staff</b> – Staff members submit lists of employee names to the Vice President’s office so that administrative assessments forms can be distributed |
| 15    | Violence Prevention & Campus Safety Committee   |
| 16    | <b>2010 Spring Calendar</b> - Last day to make-up incomplete grades for fall 2008 semester  |
| 17    | <b>WEAVE Annual Plan</b> – Vice President’s staff completes WEAVE 2009-10 plans   |
| 20    | <b>Evaluation of Vice President’s Staff</b> – Vice President’s Office distributes Administrative Assessment forms for staff.  |
| 20    | Student Success Committee Meeting   |
| 22    | Distance Education & Instructional Technology Committee Meeting   |
| 22    | <b>2010 Spring Calendar/Graduation Sub-cycle</b> – Graduation Practice/DC Auditorium at 12:30 p.m.  |
| 23    | Spring and Summer FTE Spreadsheets Updated  |
| 25    | <b>Chancellor’s Award for Teaching Excellence</b> – Deadline for application packet to be received by VCCS Professional Development Office. (One per college)                         |
| 28    | <b>Evaluation of Vice President’s Staff</b> – Vice President’s Office collects self-evaluations, completed Administrative Assessment forms are returned to V. P.’s office             |
| 30    | <b>Student Evaluation of Faculty</b> - CIT will return spring evaluation results to the division secretary  |
| 27    | College Council Meeting   |
| 28    | Vice President’s Staff Meeting  |
| 28    | Student Services Staff Meeting  |

## MAY 2010

|       |   |
|-------|---|
| 1     | <b>Budget Year Important Dates</b> – Budget requests for Fiscal Year 2010-2011 must be to the Vice President of Financial and Administrative Services by May 15 <sup>th</sup> . |
| 4     | Professional Development Committee  |
| 5     | DEIT Peer Review Committee Meeting  |
| 6     | Division Meetings   |
| 6     | <b>AWARDS CEREMONY</b>  |
| 7     | Spring and Summer FTE Spreadsheets Updated  |
| 7     | <b>2010 Spring Calendar - LAST DAY OF CLASSES FOR SPRING SEMESTER</b>   |
| 11    | Faculty Senate Meeting  |
| 10-13 | <b>2010 Spring Semester Calendar - FINAL EXAMS</b>  |
| 12    | Vice President’s Staff Meeting  |
| 13    | Instruction & Curriculum Committee  |
| 13    | International Education Committee   |
| 14    | Summer FTE Spreadsheet Updated  |
| 14    | <b>2010 Spring Semester Calendar – GRADUATION, Grades due at Noon – Faculty Work</b>  |

|         | <b>Day</b>  |
|---------|---|
| 14      | MECC Local Board Meeting  |
| 14      | Student Success Committee   |
| 15      | Adjunct and full-time faculty contracts for summer submitted to the Vice President  |
| 15      | Vice President's Office will request summer faculty salaries from Human Resources   |
| 15      | Vice President's Office will set up Lecturer Clearing Account for coming year   |
| 18      | Student Success Committee Meeting   |
| 20      | <b>Evaluation of Vice President's Staff</b> – Computer Services completes tally on Administrative Assessment forms                      |
| 20      | Violence Prevention & Campus Safety Committee   |
| 21      | Summer FTE Spreadsheet Updated  |
| 26 - 29 | <b>2010-2011 Catalog and Student Handbook</b> – MECC Print Shop delivers Catalogs to Admission Office and Handbooks to Student Services |
| 26      | Vice President's Staff Meeting  |
| 26      | Student Services Staff Meeting  |
| 27      | Distance Education & Instructional Technology Committee meeting   |
| 28      | Summer FTE Spreadsheet Updated  |
| 27      | <b>Summer 2010 Class Schedule Calendar, Long Session, First Short Session</b> – Tuition Due for Early Enrollment                        |
| 31      | <b>Summer 2010 Class Schedule Calendar – Memorial Day HOLIDAY, College Closed</b>   |

## JUNE 2010

|  |  |
|--|--|
| 1                                      | <b>Budget Year Important Dates</b> – Invoices for items to be charged to Fiscal Year 2009-10 must be to the Business Office by the 12 <sup>th</sup> . Payments will be made by June 19 <sup>th</sup> if sufficient funds are available.  |
| End of 1 <sup>st</sup> week of classes | Divisions will submit final faculty work schedules/office hours for summer semester to the Vice President  |
| End of 2 <sup>nd</sup> wk. of classes  | Faculty work schedules/office hours for summer semester are entered on the Home page by the Vice President's office  |
| 1 - 5                                  | <b>2010-2011 Student Planner</b> - Community Relations sends to MECC Print Shop  |
| 1                                      | <b>Evaluation of Vice President's Staff</b> – Copy of assessment results are sent to staff members   |
| 1                                      | <b>Evaluation of Vice President's Staff</b> – Academic Vice President's Office sends request to staff members for required evaluation information including lists of previous year's activities in the areas of college service, community service, and professional development |
| 1-5                                    | <b>2010-2011 Student Planner</b> – Community Relations sends planner to MECC Print Shop.   |
| 3                                      | <b>Class Schedule Calendar Summer 2010, Long Session and First Short Session</b> – Classes Begin   |
| 3                                      | <b>Class Schedule Calendar Summer 2010, First Short Session</b> – Last day to add without faculty permission   |
| 4                                      | Summer FTE Spreadsheets Updated  |
| 7                                      | <b>Class Schedule Calendar Summer 2010, First Short Session</b> – Last day to add with faculty permission, change from audit to credit, or drop with a refund  |
| 9                                      | <b>Class Schedule Calendar Summer 2010, Long Session</b> – Last day to add without faculty permission  |
| 9                                      | Vice President's Staff Meeting   |

|       |  |
|-------|--|
| 11    | <b>Class Schedule Calendar Summer 2010, Long Session</b> – Last day to add with faculty permission, change from audit to credit, or drop with a refund |
| 11    | Summer FTE Spreadsheets Updated  |
| 15    | <b>WEAVE Annual Plan</b> – Goals, Objectives and Measures for WEAVE 2009-2010 completed by Vice President and staff                                    |
| 15    | <b>WEAVE Annual Plan</b> – Completed 2008-09 WEAVE Annual Plan for Academic and Student Services available for President’s review                      |
| 15-30 | <b>Evaluation of Vice President’s Staff</b> – Academic Vice President’s Office schedules evaluation conferences  |
| 18    | Summer FTE Spreadsheets Updated  |
| 21    | <b>Class Schedule Calendar Summer 2010, First Short Session</b> – Last day to withdraw without grade penalty or change from credit to audit            |
| 23    | Vice President’s Staff Meeting   |
| 23    | Student Services Staff Meeting   |
| 25    | Summer FTE Spreadsheets Updated  |
| 29    | <b>Class Schedule Calendar Summer 2010, Second Short Session</b> – Tuition Due for Early Enrollment  |
| 30    | <b>Class Schedule Calendar Summer 2010, First Short Session</b> – Classes End  |

## JULY 2010

|    |  |
|----|--|
| 1  | <b>Class Schedule Calendar Summer 2010, First Short Session</b> – Final Exams  |
| 2  | <b>Class Schedule Calendar Summer 2010, First Short Session</b> – Grades Due 4:30 p.m.   |
| 5  | <b>Class Schedule Calendar Summer 2010</b> – College Closed-Independence Day Holiday   |
| 6  | <b>Class Schedule Calendar Summer 2010, Second Short Session</b> – Classes Begin, Last day to add without faculty permission                                   |
| 9  | <b>Class Schedule Calendar Summer 2010, Second Short Session</b> – Last day to add with faculty permission, change from audit to credit, or drop with a refund |
| 9  | Fall FTE Spreadsheets Updated  |
| 12 | <b>Class Schedule Calendar Summer 2010, Long Session</b> – Last day to withdraw without grade penalty or change from credit to audit                           |
| 14 | Vice President’s Staff Meeting   |
| 15 | <b>Evaluation of Vice President’s Staff</b> – Submit completed evaluation forms to the Human Resource Office   |
| 14 | Adjunct faculty contracts for fall due to the Vice President   |
| 16 | Fall FTE Spreadsheets Updated  |
| 20 | Local Board Meeting  |
| 21 | Divisions submit preliminary overloads, released time for fall semester to the Vice President of planning purposes   |
| 22 | <b>Class Schedule Calendar Summer 2010, Second Short Session</b> – Last day to withdraw without grade penalty or change from credit to audit                   |
| 23 | Fall FTE Spreadsheets Updated  |
| 28 | Academic Vice President’s Staff Meeting  |
| 28 | Student Services Staff Meeting   |

# AUGUST 2010

|     |   |
|-----|---|
| 2   | <b>Class Schedule Calendar Summer 2010, Long Session - Classes End</b>                                  |
| 2   | <b>Class Schedule Calendar Summer 2010, Second Short Session – Classes End</b>                          |
| 3-4 | <b>Class Schedule Calendar Summer 2010, Long Session - Final Exams</b>                                  |
| 3   | <b>Class Schedule Calendar Summer 2010, Second Short Session – Final Exams</b>                          |
| 5   | <b>Class Schedule Calendar Summer 2010, Long Session, Second Short Session – Grades Due<br/>4:30 pm</b> |
|     | <b>2010-2011 Student Planner – Planners available for students</b>                                      |

**MOUNTAIN EMPIRE COMMUNITY COLLEGE  
2009-2010 ACADEMIC CALENDAR**

**FALL SEMESTER 2009**

|           |       |                  |   |
|-----------|-------|------------------|---|
| August    | 14    | Friday           | Tuition Due for Early Enrollment  |
| August    | 17-18 | Monday-Tuesday   | Faculty/Staff In-Service  |
|           | 19-21 | Wednesday-Friday | Enrollment/Advisement   |
|           | 24    | Monday           | <b>FIRST DAY OF CLASSES</b>   |
|           | 30    | Sunday           | Last day to add without faculty permission  |
| September | 7     | Monday           | College Closed-Labor Day <b>HOLIDAY</b><br>No day or evening classes                        |
| September | 9     | Wednesday        | Last Day to add with faculty permission, change from audit to credit, or drop with a refund |
| October   | 16    | Friday           | In Service Day - No day or evening classes  |
| October   | 29    | Thursday         | Last day to withdraw without grade penalty, change from credit to audit                     |
| November  | 9     | Monday           | Application Deadline for Fall Graduation  |
|           | 20    | Friday           | Last day to make up incomplete grades from Spring and Summer                                |

|          |    |        |   |
|----------|----|--------|---|
| November | 16 | Monday | Spring 2010 Open Enrollment <b>BEGINS</b> |
|----------|----|--------|---|

|          |         |                  |   |
|----------|---------|------------------|---|
| November | 25      | Wednesday        | Faculty Research Day – No day or evening classes            |
|          | 26-27   | Thursday-Friday  | College Closed-Thanksgiving <b>HOLIDAYS</b>                 |
| December | 11      | Friday           | <b>LAST DAY OF CLASSES</b>                                  |
|          | 14 – 17 | Monday-Thursday  | <b>FINAL EXAMS</b>  |
|          | 18      | Friday           | Graduate Assessment, Grades Due 4 p.m.,<br>Faculty Work Day |
| December | 21-23   | Monday-Wednesday | Faculty Research Days                                       |

## **SPRING SEMESTER 2010**

|          |       |                   |   |
|----------|-------|-------------------|---|
| January  | 4-5   | Monday - Tuesday  | Faculty/Staff In-Service  |
|          | 5     | Tuesday           | Tuition Due for Early Enrollment  |
|          | 6-8   | Wednesday-Friday  | Enrollment/Advisement   |
|          | 11    | Monday            | FIRST DAY OF CLASSES  |
|          | 18    | Monday            | Last day to add without faculty permission  |
|          | 18    | Monday            | College Closed–Martin Luther King, Jr. HOLIDAY  |
| February | 28    | Thursday          | Last day to add with faculty permission,<br>Change from audit to credit, or drop with a<br>refund |
|          | 18-19 | Thursday-Friday   | Faculty Work Days (no day or evening<br>classes)  |
| March    | 1     | Monday            | Application Deadline for Spring<br>and Summer Graduation  |
|          | 15    | Monday            | Faculty Research Day (no day or<br>evening classes)   |
|          | 16-19 | Tuesday-Friday    | SPRING BREAK-No day or evening<br>classes   |
|          | 29    | Monday            | Last day to withdraw without grade penalty,<br>change from credit to audit                        |
| April    | 6     | Tuesday           | Graduate Assessment, Faculty Work Day<br>(no day or evening classes)                              |
|          | 16    | Friday            | Last day to make-up incomplete grades<br>for Fall   |
| April    | 12    | Monday            | Open Enrollment Begins for Summer and Fall  |
| April    | 22    | Thursday          | Graduation Practice D/C Auditorium<br>12:30 p.m.  |
| May      | 7     | Friday            | LAST DAY OF CLASSES   |
|          | 10-13 | Monday - Thursday | FINAL EXAMS   |
|          | 14    | Friday            | GRADUATION – Grades Due at Noon<br>Faculty Work Day   |

## 2010 SUMMER SEMESTER CALENDAR

### Long Session

|               |            |                          |  |
|---------------|------------|--------------------------|--|
| <b>April</b>  | <b>12</b>  | <b>Monday</b>            | <b>Enrollment/Advisement Begins</b>  |
| <b>May</b>    | <b>27</b>  | <b>Thursday</b>          | <b>Tuition Due for Early Enrollment</b>  |
|               | <b>31</b>  | <b>Monday</b>            | <b>College Closed - Memorial Day<br/>HOLIDAY</b>   |
| <b>June</b>   | <b>3</b>   | <b>Thursday</b>          | <b>CLASSES BEGIN</b>   |
|               | <b>9</b>   | <b>Wednesday</b>         | <b>Last day to add without faculty<br/>permission</b>  |
|               | <b>11</b>  | <b>Friday</b>            | <b>Last day to add with faculty permission,<br/>change from audit to credit, or drop with a refund</b> |
| <b>July</b>   | <b>5</b>   | <b>Monday</b>            | <b>College Closed–Independence Day<br/>HOLIDAY</b>   |
|               | <b>12</b>  | <b>Monday</b>            | <b>Last day to withdraw without grade<br/>penalty or change from credit to audit</b>                   |
| <b>August</b> | <b>2</b>   | <b>Monday</b>            | <b>CLASSES END</b>   |
|               | <b>3-4</b> | <b>Tuesday-Wednesday</b> | <b>Final Exams</b>   |
| <b>August</b> | <b>5</b>   | <b>Thursday</b>          | <b>Grades Due 4:30 p.m.</b>  |

### First Short Session

|              |           |                  |  |
|--------------|-----------|------------------|--|
| <b>April</b> | <b>12</b> | <b>Monday</b>    | <b>Enrollment/Advisement Begins</b>  |
| <b>May</b>   | <b>27</b> | <b>Thursday</b>  | <b>Tuition Due for Early Enrollment</b>  |
| <b>May</b>   | <b>31</b> | <b>Monday</b>    | <b>College Closed - Memorial Day<br/>HOLIDAY</b>   |
| <b>June</b>  | <b>3</b>  | <b>Thursday</b>  | <b>CLASSES BEGIN</b>   |
|              | <b>3</b>  | <b>Thursday</b>  | <b>Last day to add without faculty<br/>permission</b>  |
|              | <b>7</b>  | <b>Monday</b>    | <b>Last day to add with faculty permission,<br/>change from audit to credit, or drop with a refund</b> |
|              | <b>21</b> | <b>Monday</b>    | <b>Last day to withdraw without grade<br/>penalty or change from credit to audit</b>                   |
|              | <b>30</b> | <b>Wednesday</b> | <b>CLASSES END</b>   |
| <b>July</b>  | <b>1</b>  | <b>Thursday</b>  | <b>Final Exams</b>   |
|              | <b>2</b>  | <b>Friday</b>    | <b>Grades Due 4:30 p.m.</b>  |
|              | <b>5</b>  | <b>Monday</b>    | <b>College Closed–Independence Day<br/>HOLIDAY</b>   |

### Second Short Session

|               |           |                 |  |
|---------------|-----------|-----------------|--|
| <b>April</b>  | <b>12</b> | <b>Monday</b>   | <b>Enrollment/Advisement Begins</b>  |
| <b>June</b>   | <b>29</b> | <b>Tuesday</b>  | <b>Tuition Due for Early Enrollment</b>  |
| <b>July</b>   | <b>5</b>  | <b>Monday</b>   | <b>College Closed–Independence Day<br/>HOLIDAY</b>   |
|               | <b>6</b>  | <b>Tuesday</b>  | <b>CLASSES BEGIN</b>   |
|               | <b>6</b>  | <b>Tuesday</b>  | <b>Last day to add without faculty<br/>permission</b>  |
|               | <b>9</b>  | <b>Friday</b>   | <b>Last day to add with faculty permission, change<br/>from audit to credit, or drop with a refund</b> |
|               | <b>22</b> | <b>Thursday</b> | <b>Last day to withdraw without grade<br/>penalty or change from credit to audit</b>                   |
| <b>August</b> | <b>2</b>  | <b>Monday</b>   | <b>CLASSES END</b>   |
|               | <b>3</b>  | <b>Tuesday</b>  | <b>Final Exams</b>   |
|               | <b>5</b>  | <b>Thursday</b> | <b>Grades Due 4:30 p.m.</b>  |



## **SCHEDULE FOR BOOK ORDERS 2009-2010**

|                |    |  |
|----------------|----|--|
| <b>October</b> | 15 | Book orders for spring semester submitted to Bookstore |
| <b>March</b>   | 15 | Book orders for summer semester submitted to Bookstore |
| <b>April</b>   | 15 | Book orders for fall semester submitted to Bookstore   |

### **PROCESS FOR AD HOC APPOINTMENT**

#### **ADVISORY COMMITTEE**

#### **AND FACULTY EVALUATION**

|                  |     |  |
|------------------|-----|--|
| <b>September</b> | 1   | Personnel office notifies faculty to apply for multi-year contracts and promotions                                   |
|                  | 15  | Faculty sends requests to supervisors  |
|                  | 15  | President notifies for selection of Ad Hoc Committee members from faculty divisions and administrative group         |
|                  | 30  | President appoints faculty and administrator committee members   |
|                  | 30  | Supervisors complete evaluation process  |
| <b>October</b>   | 15  | Committee meets and President presents guidelines and working procedures   |
|                  | 15  | Written evaluations to faculty   |
|                  | 15  | Evaluation rebuttals and grievance process   |
|                  | 30  | Supervisors verify personnel files   |
| <b>November</b>  | 1-8 | Final evaluations to faculty   |
|                  | 30  | Committee reviews guidelines and working procedures  |
|                  | 30  | Human Resource office and VCCS affirm multi-year and/or promotion eligibility  |
|                  | 30  | Division Deans/Directors recommendations to Academic Vice President for multi-year/promotions with copy to applicant |
| <b>December</b>  | 15  | President's staff recommendations to President with copy to applicants   |
|                  | 15  | President's recommendations for his/her staff with copy to applicants  |
| <b>January</b>   | 1   | Committee provided with materials for deliberation   |
|                  | 30  | Committee advises President  |
| <b>February</b>  | 15  | President notifies faculty and Human Resource office of appointments/promotions                                      |
|                  | 28  | Appointment proposals to faculty   |

**Not applicable for first-year faculty timeline.**

PAYROLL PROCEDURES FOR PART-TIME FACULTY

**SUMMER 2009 ADJUNCT PAY SCHEDULE**

| <b><u>PAY PERIOD</u></b> | <b><u>CONTRACTS DUE TO<br/>PAYROLL</u></b> | <b><u>CHECK DATES</u></b> |
|--------------------------|--|---------------------------|
| 05/29 to 06/11           | 06/11/2009                                 | 06/29/2009                |
| 06/12 to 06/25           | 06/25/2009                                 | 07/13/2009                |
| 06/26 to 07/09           | 07/09/2009                                 | 07/27/2009                |
| 07/10 to 07/23           | 07/23/2009                                 | 08/10/2009                |

**FALL 2009 ADJUNCT PAY SCHEDULE**

| <b><u>PAY PERIOD</u></b> | <b><u>CONTRACTS DUE TO<br/>PAYROLL</u></b> | <b><u>CHECK DATES</u></b> |
|--------------------------|--|---------------------------|
| 08/21 to 09/03           | 08/31/09                                   | 09/21/09                  |
| 09/04 to 09/17           | 09/14/09                                   | 10/05/09                  |
| 09/18 to 10/01           | 09/28/09                                   | 10/19/09                  |
| 10/02 to 10/15           | 10/12/09                                   | 11/02/09                  |
| 10/16 to 10/29           | 10/26/09                                   | 11/16/09                  |
| 10/30 to 11/12           | 11/09/09                                   | 11/30/09                  |
| 11/13 to 11/26           | 11/23/09                                   | 12/14/09                  |
| 11/27 to 12/10           | 12/07/09                                   | 12/28/09                  |

**Payroll for spring semester will be determined at a later date.**

## **TIMELINE FOR STUDENT EVALUATIONS OF FACULTY**

| <b>Fall 2008</b> | <b>Spring 2009</b> |  |
|------------------|--------------------|--|
| 10/15            | 2/25               | Divisions will receive a list from Computing and Information Technology with faculty names and courses from which they will select the faculty and courses to be evaluated         |
| 10/25            | 3/5                | Divisions provide listing to CIT   |
| 10/30            | 3/10               | CIT enters listings on Dbase to create master file   |
| 11/10            | 3/20               | Vice President's Office/CIT prepare faculty evaluation packets with identification labels to include scan forms, and instructions for faculty and proctors                         |
| 11/15-12/10      | 3/25-4/10          | Evaluations conducted and returned to CIT  |
| 12/15-20         | 4/15-4/20          | CIT sorts and alphabetizes packets from divisions. Forms will be scanned and evaluation results produced.<br><b>Evaluations will not be accepted or processed after this date.</b> |

**Fall-During the first week of January, CIT will return evaluation results to the division secretary to type/prepare comments for division deans.**

**Spring-April 30, 2010, CIT will return evaluation results to the division secretaries to type/prepare comments for division deans.**

## **EVALUATION PROCESS FOR CLASSIFIED EMPLOYEES**

The classified employee performance cycle is from October 25, 2008 through October 24, 2009. All classified employees will be evaluated during the month of October each year.

## **EVALUATION TIMELINE FOR V.P. OF ACADEMIC AND STUDENT SERVICES STAFF**

### **2010**

|       |       |   |
|-------|-------|---|
| April | 15    | Staff submits lists of names to Academic Vice President's office so that Administrative Assessment forms can be distributed   |
| April | 20    | Academic Vice President's Office distributes Administrative Assessment forms  |
|       | 28    | Administrative Assessments returned   |
| May   | 20    | Tally completed Administrative Assessment forms (Data Processing)   |
| June  | 1     | Copy of assessment results are sent to administrators   |
| June  | 1     | Academic Vice President's Office collects lists from staff of previous year's activities in the areas of college service, community service, and professional development |
| June  | 15-30 | Academic Vice President's Office schedules evaluation Conferences   |
| July  | 15    | Submit completed evaluation forms to the Human Resource Office  |

**TIMELINE FOR WEAVE ANNUAL PLAN  
ACADEMIC VICE PRESIDENT'S STAFF  
2008-2009**

|           |    |   |
|-----------|----|---|
| September | 8  | Faculty begin work on WEAVE Program Reviews for 2008-09 based on 2007-08 data   |
| October   | 24 | Faculty continue WEAVE program reviews for 2008-09, with the exception of graduate employment and budget information. |
| December  | 8  | Vice President and staff review WEAVE 2008-09 annual plans including program reviews                                  |
| February  | 20 | Faculty finalize WEAVE 2008-09 program reviews and submit budget requests to academic deans                           |
| April     | 17 | Vice President's staff completes WEAVE 2008-09 plans.   |
| June      | 15 | Goals, Objectives and Measures for WEAVE 2009-2010 completed  |
| June      | 15 | Completed 2008-09 WEAVE Annual Plan for Academic and Student Services available for the President's review            |

# SCHEDULED MEETINGS

*(Dates subject to change)*

Cultural Arts Series

(Tuesday or Thursday 12:15-1:15 p.m. Activity Period)

SAT Testing (D/C Auditorium)

December 5, 2009

ACT Testing (D/C Auditorium)

October 24, 2009

February 6, 2010

April 10, 2010

## Academic Vice President's Staff Meetings – 9:30 a.m. PT232

*(2<sup>nd</sup> and 4<sup>th</sup> Wednesday each month)*

July 8/22, 2009

August 12/26, 2009

September 9/23, 2009

October 14/28, 2009

November 11/25, 2009

December 9/23, 2009

January 13/27, 2010

February 10/24, 2010

March 10/24, 2010

April 14/28, 2010

May 12/26, 2010

June 9/23, 2010

July 14/28, 2010

## **Student Services Administrative Staff Meeting**

*Meetings held at 3:00 p.m., 4<sup>th</sup> Wednesday of each month, Location: TBA*

July 22, 2009

August 26, 2009

September 23, 2009

October 28, 2009

November 25, 2009

December ??, 2009

January 27, 2010

February 24, 2010

March 24, 2010

April 28, 2010

May 26, 2010

June 23, 2010

July 28, 2010

**Division Meetings – 12:15 p.m. (except for In-Service)**  
*(1<sup>st</sup> Thursday of each month)*

August 18, 2009 Fall In-Service  
September 3, 2009  
October 1, 2009  
November 5, 2009  
December 3, 2009  
January 5, 2010 Spring In-Service  
February 4, 2010  
March 4, 2010  
April 1, 2010  
May 6, 2010

**Arts & Sciences Division - G155**  
**Business Technologies Division – PT128**  
**Health Sciences & Industrial Technologies Division - R117**

**College Council – 12:15-1:15 p.m. D/C Boardroom**  
*(4<sup>th</sup> Tuesday each month)*

September 22, 2009  
October 27, 2009  
November 24, 2009  
January 26, 2010  
February 23, 2010  
March 23, 2010  
April 27, 2010

**Instruction & Curriculum Committee Meeting – 12:15 p.m. D/C Boardroom**  
*(2<sup>nd</sup> Thursday each month)*

September 10, 2009  
October 8, 2009  
November 12, 2009  
December 10, 2009  
January 14, 2010  
February 11, 2010  
March 11, 2010  
April 8, 2010  
May 13, 2010

**Professional Development Committee Meeting – 12:15 p.m. P232**  
*(1<sup>st</sup> Tuesday each month)*

September 1, 2009  
October 6, 2009  
November 3, 2009  
December 1, 2009  
January 5, 2010  
February 2, 2010  
March 2, 2010  
April 6, 2010  
May 4, 2010

**Safety Committee –12:15 p.m., Godwin 130**  
*(3<sup>rd</sup> Thursday each month)*

September 17, 2009  
October 15, 2009  
November 20, 2009  
December 17, 2009  
January 21, 2010  
February 18, 2010  
March 18, 2010  
April 15, 2010  
May 20, 2010

**Student Success Committee – 12:15 p.m. D/C Boardroom**  
*(3<sup>rd</sup> Tuesday of each month)*

September 15, 2009  
October 20, 2009  
November 17, 2009  
December 15, 2009  
January 19, 2010  
February 16, 2010  
March 16, 2010  
April 20, 2010  
May 18, 2010

**International Education Committee - 2:30 p.m. PT232**

*(1<sup>st</sup> Wednesday each month)*

September 2, 2009  
October 7, 2009  
November 4, 2009  
December 2, 2009  
January 6, 2010  
February 3, 2010  
March 3, 2010  
April 7, 2010  
May 5, 2010

**Distance Education & Instructional Technology Committee – 12:15 p.m. PT232**

*(4<sup>th</sup> Thursday each month)*

September 24, 2009  
October 22, 2009  
November 26, 2009  
December 24, 2009  
January 28, 2010  
February 25, 2010  
March 25, 2010  
April 22, 2010  
May 27, 2010

**DEIT Peer Review Committee – 1 p.m., PT 232**

*(1<sup>st</sup> Wednesday each month)*

September 2, 2009  
October 7, 2009  
November 4, 2009  
December 2, 2009  
January 6, 2010  
February 3, 2010  
March 3, 2010  
April 7, 2010  
May 5, 2010

**Student Affairs Committee - (meetings scheduled upon request)**

**Faculty Senate – 12:15 p.m. D/C Boardroom**  
*(2<sup>nd</sup> Tuesday each month)*

September 8, 2009  
October 13, 2009  
November 10, 2009  
December 8, 2009  
January 12, 2010  
February 9, 2010  
March 9, 2010  
April 13, 2010  
May 11, 2010

**VCCA Convention**

October 1 – 3, 2009  
Roanoke, VA (Hotel Roanoke & Conference Center)

**Local Board Meetings - 4:30 p.m. D/C Boardroom**  
*(normally 3<sup>rd</sup> Tuesday)*

July 21, 2009  
September 15, 2009  
November 17, 2009  
January 19, 2010  
March 16, 2010  
May 14, 2010 (preceding Commencement)  
July 20, 2010