



Academic Management Manual

Section H

Academic Affairs Calendar

Academic
Affairs
2017-18

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
JULY 2017				
07/04/17	College Closed (Independence Day)	Holiday	N/A	N/A
07/10/17	Last Day for Student Withdrawal ("W" grade assigned – No Refund) (Summer 12-week Classes)	Term	N/A	N/A
07/10/17	Last Day for Faculty/Instructor Withdrawal (Summer 12-week Classes)	Term	N/A	N/A
07/25/17	Last Day for Student Withdrawal ("W" grade assigned – No Refund) (Summer "B" Classes)	Term	N/A	N/A
07/25/17	Last Day for Faculty/Instructor Withdrawal (Summer "B" Classes)	Term	N/A	N/A
AUGUST 2017				
August (Varies by Campus)	Adjunct Faculty Update Meeting	Meeting	Adjunct Orientation held at each campus	Campus
08/01/17	Release data to campuses on Program Health Indicators	Process	Send email and load reports to the web for review	IRE
08/03/17	Academic Deans' Council	Meeting		VPAA
*08/03/17	Prioritize new faculty/instructor college positions and create list of faculty/instructor positions to be recommended for hire. (*subject to change)	Meeting	9:00 am (as part of Deans Council)	VPAA
08/07/17	Last Day of Class (Summer "B" and "C")	Term	N/A	N/A
08/08/17	Classes End; Makeup Exams Only; Grades Due by 6:00 pm (Summer "B" and "C" Sessions)	Term	N/A	N/A
08/09/17	Grades (Summer "B" and "C") Available via Web	Term	N/A	N/A
08/17/17	District Department Chair Update	Meeting	8:30 am (PSD-108)	VPAA
08/17/17 and 08/18/17	Department Chairs	Campus Activities	8/17 – Afternoon 8/18 – All day	Home Campus
08/17/17 - 8/18/17	New Faculty and New PSAV Instructors Orientation	Meetings	8/17 -HR Orientation 8/18 - Campus Orientation- See Campus Schedule	HR/Campus
08/21/17	Faculty Return for Fall Semester	Term	N/A	N/A
08/21/17	Convocation/Clusters	Meeting	Duncan Theatre, Lake Worth, 8:00 am	VPAA and Academic Deans
08/22/17	Faculty Meetings/Planning	Term	N/A	Campus
08/23/17	Classes Begin (Fall 16-Week and Express "A" Sessions)	Term	N/A	N/A
08/24/17	Last Day to Drop w/Refund (Fall Express "A" Classes)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
08/24/17	Last Day to Audit (Fall Express “A” Classes)	Term	N/A	N/A
08/29/17	Last Day to Drop w/Refund (Fall 16-Week Classes)	Term	N/A	N/A
08/29/17	Last Day to Audit (Fall 16-Week Classes)	Term	N/A	N/A
SEPTEMBER 2017				
*09/04/17	PVFs for each position due to Human Resources. (*subject to change)	Activity	N/A	Deans
09/02/17 - 09/04/17	College Closed (Labor Day)	Holiday	N/A	N/A
09/07/17	Academic Deans’ Council	Meeting		VPAA
*09/11/17	Transfer notices (*subject to change)	Process	Transfer notices sent to faculty/instructors	Human Resources
09/18/17	Classes Begin (Fall 12-Week Session)	Term	N/A	N/A
09/21/17	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
09/21/17	Last Day to Make Up “I” Grades from Previous Spring 2017-2 & Summer 2017-3 Terms	Term	N/A	N/A
*09/22/17	Faculty/instructor applications for transfer due to HR. (*subject to change)	Process	N/A	Faculty
09/22/17	Last Day to Drop w/Refund (Fall 12-Week Classes)	Term	N/A	N/A
09/22/17	Last Day to Audit (Fall 12-Week Classes)	Term	N/A	N/A
09/28/17	Academic Leadership Council & Program Management Council (Combined meeting)	Meeting	9:00 am (CBP103)	VPAA
09/28/17	Last Day for Faculty/Instructor Withdrawal (Fall Express “A” Classes)	Term	N/A	N/A
09/28/17	Last Day for Student Withdrawal (“W” grade assigned – No Refund) (Fall Express “A” Classes)	Term	N/A	N/A
Evaluation Period: 09/29/17 – 10/17/17	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
OCTOBER 2017				
*10/02/17	Campus recommendations for transfer due to VPAA/HR. (*subject to change)	Process	Transfer notices sent to faculty/instructors	Human Resources

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
*10/02/17 – 11/27/17	Posting of Faculty/Instructor Positions (Web and Nationally) (*subject to change)	Process	Faculty/instructor positions posted to Palm Beach State College web/advertised nationally	Human Resources
10/03/17	Deadline for posting Syllabi for Spring 2018-2	Term	N/A	N/A
10/05/17	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
10/17/17	Last Class Meeting (Fall Express "A")	Term	N/A	N/A
10/18/17	Classes End; Makeup Exams only; Grades Due by 6:00 pm (Fall Express "A" Session)	Term	N/A	N/A
10/19/17	Grades (Fall Express "A" Session) Available via Web	Term	N/A	N/A
10/19/17	Classes Begin (Fall Express "B" Session)	Term	N/A	N/A
10/19/17	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
10/20/17	Joint Deans' Council	Meeting	1:00 pm (NS129)	VPAA
10/20/17	Last Day to Drop w/Refund (Fall Express "B" Classes)	Term	N/A	N/A
10/20/17	Last Day to Audit (Fall Express "B" Classes)	Term	N/A	N/A
10/25/17	Academic Development Day -No Class Meetings	Workshops/ Cluster Meetings	Agenda to be announced	Academic Services
NOVEMBER 2017				
11/02/17	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
11/06/17	Last Day for Faculty/Instructor Withdrawal (Fall 16-Week Classes)	Term	N/A	N/A
11/06/17	Last Day for Student Withdrawal ("W" grade assigned – No Refund) (Fall 16-Week Classes)	Term	N/A	N/A
Evaluation Period: 11/07/17 – 12/17/17	Student Assessment of Courses and Faculty (online) for Fall 16-Week Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
11/11/17	College Closed (Veterans Day) Hurricane Irma Make-Up Day for Saturday Classes	Holiday Term	N/A	N/A
11/16/17	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
11/14/17	Last Day for Faculty/Instructor Withdrawal (Fall 12-Week Classes)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
11/14/17	Last Day for Student Withdrawal (“W” grade assigned – No Refund) (Fall 12-Week Classes)	Term	N/A	N/A
Evaluation Period: 11/15/17 – 12/17/17	Student Assessment of Courses and Faculty (online) for Fall 12-Week Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
11/22/17	No Class meeting for classes <u>“starting” 5 pm or later</u>	Holiday / Break	N/A	N/A
11/23/17 – 11/26/17	College Closed (Thanksgiving)	Holiday / Break	N/A	N/A
*11/27/17	Faculty Positions Close (*subject to change)	Process	Faculty/Instructor Positions Close	Human Resources
*11/28/17- 11/29/17	HR review of applications and send to deans for credential review. (*subject to change)	Process	HR checks that applicants have met minimum qualifications.	Human Resources
11/28/17	Last Day for Faculty/Instructor Withdrawal (Fall Express “B” Classes)	Term	N/A	N/A
11/28/17	Last Day for Student Withdrawal (“W” grade assigned) – No Refund (Fall Express “B” Classes)	Term	N/A	N/A
Evaluation Period: 11/29/17 – 12/17/17	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
*11/30/17 - 12/05/17	Review all faculty applicants’ credentials (*subject to change)	Process	Applicant credentials are reviewed to ensure compliance with Faculty Credentialing Manual	Deans
DECEMBER 2017				
12/07/17	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
*12/8/2017	*Paperwork due from Interview Committees to H/R (*subject to change)	Process	Committees’ questions for phone and in-person interviews, rating grids, micro-teaching topic and essays due to H/R	Interview Committees

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
*12/08/17	Committee questions for phone and in-person interviews, rating grids, micro-teaching topic, essays, and committee dates for all interviews due to HR and VPAA. (*subject to change)	Process	N/A	Faculty Committee Chairs
12/11/17 – 12/16/17	Final Exams	Term	N/A	N/A
*12/11/17	Candidate Application Pools Released (*subject to change)	Process	Human Resources releases candidate's applications to committees.	Human Resources Campuses
12/18/17	Classes End; Makeup Exams only; Grades Due by 6:00 pm (Fall 16-Week, 12-Week and Express "B" Sessions)	Term	N/A	N/A
12/19/17	Grades (Fall 16-Week, 12-Week and Express "B" Sessions) Available via Web	Term	N/A	N/A
12/19/17	Commencement (Degree and Certificate Programs)	Term	All faculty are required to attend	Registrar
JANUARY 2018				
January (Varies by Campus)	Adjunct Orientation	Meeting	Adjunct Orientation held at each campus	Campus
01/03/18	Faculty return for Spring Semester (Planning/Clusters)	Term	College-wide meeting will be held if issues warrant – if not campus meetings would be held	Campus
01/04/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
01/04/18	Faculty Meetings/Planning Day	Term	N/A	Campus
01/05/18	Update List of Full-Time Faculty	Process	Update list of current faculty, discipline areas, campus assignment and contract status	VPAA
01/05/18	Classes Begin (Spring 16-week and Express "A" Sessions)	Term	N/A	N/A
01/06/18	Last Day to Drop with Full Refund (Spring Express "A" Classes)	Term	N/A	N/A
01/06/18	Last Day to Audit (Spring Express "A" Classes)	Term	N/A	N/A
01/11/18	Last Day to Drop with Full Refund Spring 16-Week Classes)	Term	N/A	N/a
01/11/18	Last Day to Audit (Spring 16-Week Classes)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
*01/11/18	Committee recommendations for candidates 1st interview due to HR. (*subject to change)	Process	N/A	Faculty Committee Chairs
01/13/18 - 01/15/18	College Closed (Martin Luther King)	Holiday	N/A	N/A
01/18/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
FEBRUARY 2018				
02/01/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
02/03/18	Last Day to Make Up "I" Grades from Previous Fall 2018-1 Term	Term	N/A	N/A
02/05/18	Classes Begin (Spring 12-Week Session)	Term	N/A	N/A
02/09/18	Last Day to Drop with Full Refund (Spring 12-Week Classes)	Term	N/A	N/A
02/09/18	Last Day to Audit (Spring 12-Week Classes)	Term	N/A	N/A
02/13/18	Last Day for Faculty/Instructor Withdrawal (Spring Express "A" Classes)	Term	N/A	N/A
02/13/18	Last Day for Student Withdrawal ("W" grade assigned) – No Refund (Spring Express "A" Classes)	Term	N/A	N/A
Evaluation Period: 02/14/18 – 03/02/18	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
02/15/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
MARCH 2018				
TBA (ongoing)	Approval of Faculty/Instructor Candidates	Process	Review and recommend approval of faculty/instructor candidates	VPAA and Academic Deans
03/01/18	Last Class Meeting (Spring Express "A")	Term	N/A	N/A
03/01/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
03/02/18	Recommendations for Chair and Non-Chair Release Time - Fall, Spring and Summer	Process	Allocation of release time (chairs & non-chairs) for 2017-18	VPAA
03/02/18	Classes End; Makeup Exams only; Grades Due by 6:00 pm (Spring Express "A" Session)	Term	N/A	N/A
03/03/18	Grades (Spring Express "A") Available via Web	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
03/05/18 – 03/11/18	College Closed (Spring Break)	Spring Break	N/A	N/A
03/12/18	Classes Begin (Spring Express “B” Session)	Term	N/A	N/A
03/13/18	Last Day to Drop with Full Refund (Spring Express “B” Classes)	Term	N/A	N/A
03/13/18	Last Day to Audit (Spring Express “B” Classes)	Term	N/A	N/A
03/13/18	Deadline for posting Syllabi for Summer 2018-3	Term	N/A	N/A
03/15/18	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
03/16/18	Joint Deans’ Council	Meeting	1:00 pm (NS129)	VPAA
03/22/18	Academic Development Day -No Class Meetings	Workshops/ Cluster Meetings	Agenda to be announced	Academic Services
03/28/18	Last Day for Faculty/Instructor Withdrawal (Spring 16-Week Classes)	Term	N/A	N/A
03/28/18	Last Day for Student Withdrawal (“W” grade assigned) – No Refund (Spring 16-Week Classes)	Term	N/A	N/A
Evaluation Period: 03/29/18 – 05/07/18	Student Assessment of Courses and Faculty (online) for Spring 16-Week Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
03/29/18	Academic Leadership Council & Program Management Council (Combined meeting)	Meeting	9:00 am (CBP103)	VPAA
03/30/18 – 04/01/18	College Closed (Spring Holiday)	Holiday	N/A	N/A
03/30/18	Instructional Credentialing Criteria	Process	Develop and finalize instructional credentialing criteria for new courses	VPAA and Academic Deans
03/30/18	Recommendations for revisions to: 1. Program and/or discipline wheels 2. Chart of programs - 2018/2019 3. Class size guidelines – 2018/2019	Process	Review and revise as required	VPAA and Academic Deans
APRIL 2018				

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
*04/02/18	Interview Committees – Completion and Recommendations of All Interviews (*subject to change)	Process	All interviews completed and recommendations to Academic Deans Council and H/R for DBOT approval	Interview Committees
04/05/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
04/06/18	Last Day for Faculty/Instructor Withdrawal (Spring 12-Week Classes)	Term	N/A	N/A
04/06/18	Last Day for Student Withdrawal ("W" grade assigned) – No Refund (Spring 12-Week Classes)	Term	N/A	N/A
Evaluation Period: 04/07/18 – 05/07/18	Student Assessment of Courses and Faculty (online) for Spring 12-Week Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
04/10/18 (Date not finalized)	Deadline for posting Syllabi for Fall 2019-1	Term	N/A	N/A
04/17/18	Last Day for Faculty/Instructor Withdrawal (Spring Express "B" Classes)	Term	N/A	N/A
04/17/18	Last Day for Student Withdrawal ("W" grade assigned) – No Refund (Spring Express "B" Classes)	Term	N/A	N/A
Evaluation Period: 04/18/18 – 05/07/18	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
4/19/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
MAY 2018				
05/01/18 – 05/07/18	Final Exams	Term	N/A	N/A
05/02/18	Annual Evaluation of Faculty	Process	N/A	Associate Deans and Deans
05/03/18	Academic Deans' Council	Meeting	9:00 am (Conf. Room B)	VPAA
05/08/18	Classes End; Makeup Exams only; Grades Due by 6:00 pm (Spring 16-week, 12-week & Express "B" Sessions)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
05/09/18	Grades (Spring 16-Week, 12-Week and Express “B”) Available via Web	Term	N/A	N/A
05/09/18	Commencement (Degree and Certificate Programs)	Term	All faculty are required to attend	Registrar
05/14/18	Classes Begin (Summer “A” and “C” Sessions)	Term	N/A	N/A
05/15/18	Last Day to Drop with Full Refund (Summer “A” Classes)	Term	N/A	N/A
05/15/18	Last Day to Audit (Summer “A” Classes)	Term	N/A	N/A
05/17/18	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
05/18/18	Last Day to Drop with Full Refund (Summer “C” Classes)	Term	N/A	N/A
05/18/18	Last Day to Audit (Summer “C” Classes)	Term	N/A	N/A
05/26/18 – 05/28/18	College Closed (Memorial Day)	Holiday	N/A	N/A
JUNE 2018				
06/07/18	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
06/11/18	Last Day for Faculty/Instructor Withdrawal (Summer “A” Classes)	Term	N/A	N/A
06/11/18	Last Day for Student Withdrawal (“W” grade assigned) – No Refund (Summer “A” Classes)	Term	N/A	N/A
Evaluation Period: 06/12/18 – 06/24/18	Student Assessment of Courses and Faculty (online) for Summer “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
Evaluation Period: 06/19/18 – 07/08/18	Student Assessment of Courses and Faculty (online) for BAS (8-weeks)	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
06/21/18	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
06/21/18	Last Day of Class (Summer A)	Term	N/A	N/A
06/25/18	Classes End; Makeup Exams only; Grades Due by 6:00 pm (Summer “A” Session)	Term	N/A	N/A
06/26/18	Grades (Summer “A”) Available via Web	Term	N/A	N/A
06/26/18	Classes Begin (Summer “B” Session)	Term	N/A	N/A

Due Date(s)	Activity	Type of Activity	Description/Detail	Responsible Office
06/27/18	Last Day to Drop with Full Refund (Summer “B” Classes)	Term	N/A	N/A
06/27/18	Last Day to Audit (Summer “B” Classes)	Term	N/A	N/A
JULY 2018				
07/04/18	College Closed (Independence Day)	Holiday	N/A	N/A
07/05/18	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
07/09/18	Last Day for Faculty/Instructor Withdrawal (12-Week Classes)	Term	N/A	N/A
07/09/18	Last Day for Student Withdrawal (“W” grade assigned) – No Refund (12-Week Classes)	Term	N/A	N/A
Evaluation Period: 07/10/18 – 08/06/18	Student Assessment of Courses and Faculty (online) for Summer “C” Classes	Term	Send out announcement to Deans, Associate Deans, Program Managers and Faculty for Student Assessment of Courses and Faculty. Student email announcement.	IRE
07/19/18	Academic Deans’ Council	Meeting	9:00 am (Conf. Room B)	VPAA
07/24/18	Last Day for Faculty/Instructor Withdrawal (Summer “B” Classes)	Term	N/A	N/A
07/24/18	Last Day for Student Withdrawal (“W” grade assigned) – No Refund (Summer “B” Classes)	Term	N/A	N/A
Evaluation Period: 07/25/18 – 08/06/18	Student Assessment of Courses and Faculty (online) for Summer “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
AUGUST 2018				
08/06/18	Last Day of Class (Summer “B” and “C”)	Term	N/A	N/A
08/07/18	Classes End; Makeup Exams; Grades Due by 6:00 pm (Summer “B” and “C” Sessions)	Term	N/A	N/A
08/08/18	Grades (Summer “B” and “C”) Available via Web	Term	N/A	N/A