

2008-2009 Planning Calendar

July	1	Begin 2008-2009 Academic Year
August	11-12	Fall Faculty/Staff Orientation Meeting
	12-13	Fall Registration
	14	Day and evening classes meet on schedule
	15	Due from Extended Deadline for Division Chairs to submit (1)Use of Results (all 4 cols complete) of 2007-2008 Annual Strategic Plan and (2) 2008-2009 Annual Strategic Plan (first 2 cols complete) to I E Office
	15	Deadline for Submission of Sp '08 Subject Area Assessments by Chairs to I E Office
	15	Annual Instructional Division Reports due to IE Office
	21	Last Day for Registration and Adding Traditional Classes
	25	New Faculty Orientation Meeting
	25	Online Classes Begin
	29	Last Day for Registration for Online Classes
	31	Program Assessment Due from Admin (Review of 07-08 Strat Plans
September	1	Labor Day Holiday
	16-17	Senior Preview Days
	25	IE Committee reviews Institution Mission and Goals with the I E Director
October	1	Spring 2009 Schedules Due for Proofing
	3	Mid-term Grades Due in Student Service's Office
	9	Program and Faculty Evaluation Committee meets to evaluate and revise faculty evaluation instruments (traditional, hybrid, online)
	11	Homecoming
	13	I E Committee reviews/approves faculty evaluation instruments
November	3-7	CPAS Exam Window
	10-14	Instructional Effectiveness Surveys administered in classes this week
	24-28	Thanksgiving Holidays for students and instructors
	30	Faculty and Staff submit Professional Development Forms to L. Ulmer
December	4	Online Class Semester Grades Due
	7-10	SACS Annual Conference
	9-12	Semester Exams
	12	Semester Grades Traditional Classes Due in Student Services
	13-31	Christmas Holidays for students and instructors
January	1-7	Christmas Holidays for Students and Instructors
	8	Evening College Registration
	9	Registration
	12	Classes Meet on Schedule
	16	Last Day for Registration or Adding Classes
	19	Holiday
	19	Online Classes Begin
	23	Deadline for submission of Fall '08 Subject Area Assessments by Chairs
February	2	IE Distributes Faculty Performance Evaluation Forms to Chairs
	5	FBLA District Competition Hosted by JC
	16	Deadline for Faculty Performance Evaluations Administered by Chairs
	12	Fall 2009 & Summer 2009 Schedules Due in Dean's Office
	20	Faculty Performance Evaluation Forms Returned by Chairs to IE
	27	Review Current Year's Activities and Objectives and Submit Budget

		Revisions to Appropriate Dean
March	6	Mid-Term Grades Due in Student Services Office
	13	Program Reviews Due to IE (Information will be provided to Divisions in Cycle Rotation for 2009 AY)
	16-20	Spring Holidays
	27	Budget Requests for Fiscal 2009-2010 Submitted to Appropriate Dean
	23-27	Administer Campus Satisfaction Surveys Online to Students, Faculty and Staff
April	8-9	Administer the CAPP Exam in Selected Classes
	10	Easter Holiday
	22	Deadline for Completed Update of Course Outlines and Expected Outcomes (See 3rd page for Divisions and Years) to be Submitted to IE
	28	Sophomore Breakfast
	29-30	Program Reviews Conducted by Program Review Committee
	30	Faculty and Staff submit Professional Development Forms to laverne.ulmer@jcjc.edu . (Send electronically)
	30	Online Course Semester Grades Due
May	11-14	Semester Exams
	15	Traditional Class Semester Grades Due in Student Services Office
	15	Graduation
	15	Submit FY 2008 Budget to Board for Approval
June	4-5	Summer School Registration
	8	Begin First Term of Summer School
	26	Deadline for Division Chairs to submit (1) Use of Results (all 4 cols complete) of 2008-2009 Annual Strategic Plan and (2) 2009-2010 Annual Strategic Plan (first 2 cols complete) to I E Office
	30	Deadline for Designated Administration and Administrative Support Persons Evaluations to be Completed and Submitted to IE

COURSE OUTLINE UPDATE SCHEDULE

By April 23 of each year, divisions should complete updates of course outlines and expected outcomes.

	2009	2010	2011	2012	2013	2014	2015	2016	2017
Associate Degree Nursing		X			X			X	
Business	X			X			X		
Fine Arts			X			X			X
Health, P.E., and Recreation			X			X			X
Humanities		X			X			X	
Mathematics		X			X			X	
Science	X			X			X		
Social Science	X			X			X		
Agricultural and Technology Services	x			X			X		
Business Services	X			X			X		
Health and Human Services			X			X			
Industrial Services		X			X			X	