

## ACADEMIC AFFAIRS CALENDAR

### 2024-2025 - Updated

#### AUGUST 2024

- 14 Day Intent to Teach..... Tues., Aug. 1
- Fall In-Service/Division Meetings..... Tues., Aug. 13
- Fall Preview (10 AM – 2:00 PM / 4:00 PM - 6:00 PM E-201) ..... Wed., Aug. 14
- Fall Classes Begin ..... Thurs., Aug. 15
- Board of Trustees Meeting (5:30 p.m.)..... Thurs., Aug. 15
- Part-time Faculty Stipends Due to Dawn (10 pays starting 8/29/24 – see note on last page) ..... Mon., Aug. 19
- Debriefing (2:30 p.m.)..... Tues., Aug. 20
- Tenth Day for Fall 2024 Semester (1<sup>st</sup> 8 weeks)..... Wed., Aug. 21
- Last Day for Refund - Fall 2024 Semester (1<sup>st</sup> 8 weeks)..... Wed., Aug. 21
- Dual Credit Committee (2:00 p.m.)..... Thurs., Aug. 22
- Assessment Committee (12:00 p.m.)..... Fri., Aug. 23
- Administrative Cabinet (2:00 p.m.)..... Tues., Aug. 27
- Tenth Day for Fall 2024 Semester (16 weeks) ..... Wed., Aug. 28
- Last Day for Refund - Fall 2024 Semester (16 week) ..... Wed., Aug. 28
- Part-time Faculty Tenth Day Stipends Due to Dawn (8 pays starting 9/14/24 – see note on last page) ..... Fri., Aug. 30
- Institutional Research (10:00 a.m.)..... TBD

#### SEPTEMBER 2024

- Labor Day (college closed) ..... Mon., Sept. 2
- Teaching & Learning Committee (2:30 p.m.)..... Tues., Sept. 3
- Educational Excellence Council (1:30 p.m.) ..... Wed., Sept. 4
- Spring 2025 Revisions due in Coursedog ..... Wed., Sept. 4
- AA & SSAT Breakfast Meeting (8:15 a.m.) ..... Fri., Sept. 6
- Assessment Committee (12:00 p.m.)..... Mon., Sept. 9
- Curriculum Committee (2:30 p.m.)..... Mon., Sept. 9
- SLPC (2:00 p.m.) ..... Tues., Sept. 10
- Board of Trustees Meeting (5:30 p.m.)..... Thurs., Sept. 12
- Distance Learning Committee (2:00 p.m. - remote) ..... Mon., Sept. 16
- Debriefing (2:30 p.m.) ..... Tues., Sept. 17
- Educational Excellence Council (1:30 p.m.) ..... Wed., Sept. 18
- 1<sup>st</sup> 8-week Surveys Administered (survey results Oct 16) ..... Wed., Sept. 18 - 25
- Tenth Day for Fall 2024 Semester (12 week) ..... Thurs., Sept. 19
- Last Day for Refund - Fall 2024 Semester (12 week) ..... Thurs., Sept. 19
- Dual Credit Committee (2:00 p.m.)..... Thurs., Sept. 19
- Administrative Cabinet (2:00 p.m.)..... Tues., Sept. 24
- Last Day to Withdraw (1<sup>st</sup> 8 weeks) ..... Tues., Sept. 24
- Assessment Committee (12:00 p.m.)..... Fri., Sept. 27
- Institutional Research (10:00 a.m.)..... TBD
- Summer 2025 Class Schedule Workday (Dean's Meeting) ..... TBD

#### OCTOBER 2024

- Teaching & Learning Committee (2:30 p.m.)..... Tues., Oct. 1
- Educational Excellence Council (1:30 p.m.) ..... Wed., Oct. 2
- Development Day (no classes)..... Fri., Oct. 4
- Curriculum Committee (Approval for New Certificates & Degrees) (2:30 PM) ..... Mon., Oct. 7
- SLPC (2:00 p.m.) ..... Tues., Oct. 8
- 25/SP eCampus Book & Inclusive Access Adoptions Due ..... Tues., Oct. 8
- Mid-Term (16 week) ..... Wed., Oct. 9
- College & Career Night (6:30 p.m. – 8:00 p.m. IVCC Gymnasium)..... Wed., Oct. 9
- Second 8-Week Classes Begin ..... Thurs., Oct. 10
- Board of Trustees Meeting (5:30 p.m.)..... Thurs., Oct. 10
- AA & SSAT Breakfast Meeting (8:15 a.m.) ..... Fri., Oct. 11

## **OCTOBER 2024 (continued)**

- Assessment Committee (12:00 p.m.) ..... Mon., Oct. 14
- PT Faculty 2<sup>nd</sup> 8-Weeks' Stipends Due to Dawn W. (6 pays starting 10/24/24 – see note on last page) ..... Mon., Oct. 14
- Debriefing (2:30 p.m.) ..... Tues., Oct. 15
- Manufacturing Expo (morning company tours – students arrive at 11:00 a.m.) ..... Tues., Oct. 15
- Spring 2025 Registration for Project Success & Veterans ..... Tues., Oct. 15
- Last Day to Withdraw (2<sup>nd</sup> 8 weeks) ..... Wed., Oct. 16
- Educational Excellence Council (1:30 p.m.) ..... Wed., Oct. 16
- Dual Credit Committee (2:00 p.m.) ..... Thurs., Oct. 17
- Distance Learning Committee (2:00 p.m. - remote) ..... Mon., Oct. 21
- Mid-Term (12 week) ..... Thurs., Oct. 24
- Assessment Committee (12:00 p.m.) ..... Fri., Oct. 25
- 25/SP Regular Non-IA Adoptions Due ..... Mon., Oct. 28
- Spring 2025 Registration ..... Mon., Oct. 28
- Administrative Cabinet (2:00 p.m.) ..... Tues., Oct. 29
- 14- & 16-week Surveys Administered (survey results Dec. 18) ..... Wed., Oct. 30 – Nov. 6
- Fall 2025 Class Schedule Workday (Dean's Meeting) ..... TBD
- Institutional Research (10:00 a.m.) ..... TBD

## **NOVEMBER 2024**

- AA & SSAT Breakfast Meeting (8:15 a.m.) ..... Fri., Nov. 1
- Last Day for Student Withdrawal for 16-week classes ..... Mon., Nov. 4
- Curriculum Committee (2:30 p.m.) ..... Mon., Nov. 4
- Election Day (observed – college closed) ..... Tues., Nov. 5
- Educational Excellence Council (1:30 p.m.) ..... Wed., Nov. 6
- Veteran's Day (observed) (college closed) ..... Mon., Nov. 11
- SLPC (2:00 p.m.) ..... Tues., Nov. 12
- 12 & 2<sup>nd</sup> 8-week Surveys Administered (survey results Dec. 18) ..... Wed., Nov. 13 – Nov. 20
- Board of Trustees Meeting (5:30 p.m.) ..... Thurs., Nov. 14
- Last Day for Student Withdrawal for 12-week classes ..... Thurs., Nov. 14
- Distance Learning Committee (2:00 p.m. - remote) ..... Mon., Nov. 18
- Debriefing (2:30 p.m.) ..... Tues., Nov. 19
- Educational Excellence Council (1:30 p.m.) ..... Wed., Nov. 20
- Last Day for Student Withdrawal for 2<sup>nd</sup> 8-week classes ..... Wed., Nov. 20
- Dual Credit Committee (2:00 p.m.) ..... Thurs., Nov. 21
- Assessment Committee (12:00 p.m.) ..... Fri., Nov. 22
- Administrative Cabinet (2:00 p.m.) ..... Tues., Nov. 26
- Thanksgiving Vacation (college closed) ..... Wed., Nov. 27 – Sat., Nov. 30
- Institutional Research (10:00 a.m.) ..... TBD

## **DECEMBER 2024**

- Curriculum Committee (Final Approval for New Certificates & Degrees) (2:30 pm) ..... Mon., Dec. 2
- Teaching & Learning Committee (2:30 p.m.) ..... Tues., Dec. 3
- Educational Excellence Council (1:30 p.m.) ..... Wed., Dec. 4
- Evening Finals (R) ..... Thurs., Dec 5
- Saturday Finals (S) ..... Sat., Dec 7
- Assessment Committee (12:00 p.m.) ..... Mon., Dec. 9
- Day Finals (M, T, W, R) ..... Mon., Dec. 9 – Thurs., Dec 12
- SLPC (2:00 p.m.) ..... Tues., Dec. 10
- 30 Day Intent to Teach ..... Fri., Dec. 13
- Board of Trustees Meeting (5:30 p.m.) ..... Thurs., Dec. 14
- Final Grades Due in Records Office (10:00 a.m.) ..... Tues., Dec. 17
- Fall Semester Ends ..... Tues., Dec. 17
- Administrative Cabinet (1:00 p.m.) ..... Tues., Dec. 17
- Debriefing (2:30 p.m.) ..... Tues., Dec. 17
- 14 Day Intent to Teach (this is early, but if you wait until 1/2/25 it will be late) ..... Thurs., Dec. 19
- Institutional Research (10:00 a.m.) ..... TBD
- Holiday Break (college closed) ..... Fri., Dec. 20, 2024 – Wed., Jan. 1, 2025

## **JANUARY 2025**

- College Reopens ..... Thurs., Jan. 2
- Tenure Recommendations (for Feb Board Meeting) ..... Fri., Jan. 3
- Part-time Faculty Stipends Due to Dawn W. (10 pays starting 1/16/25 – see note on last page) ..... Mon., Jan. 6
- Spring In-Service / Division Meetings ..... Wed., Jan. 8
- Spring Classes Begin ..... Thurs., Jan. 9
- Tenth Day for Spring 2025 Semester (1<sup>st</sup> 8 weeks) ..... Wed., Jan. 15
- Last Day for Refund - Spring 2025 Semester (1<sup>st</sup> 8 weeks) ..... Wed., Jan. 15
- Educational Excellence Council (1:30 p.m.) ..... Wed., Jan. 15
- **Board of Trustees Meeting (4:30 p.m.)** ..... **Wed., Jan. 15**
- Dual Credit Committee (2:00 p.m.) ..... Thurs., Jan. 16
- Debriefing (11:00 a.m.) ..... Fri., Jan 17
- Tenth Day Stipends Due to Dawn W. (8 pays starting 2/13/25 – see note on last page) ..... Fri., Jan. 17
- Martin Luther King, Jr. Day (college closed) ..... Mon., Jan. 20
- Tenth Day for Spring 2025 Semester (16 weeks) ..... Thurs., Jan. 23
- Last Day for Refund - Spring 2025 Semester (16 weeks) ..... Thurs., Jan. 23
- **Administrative Cabinet (1:00 p.m.)** ..... **Wed., Jan. 29**
- Overload Stipends Due to Dawn W. (1-4 pays starting 2/13/25 – see note on last page) ..... Fri., Jan. 31
- Assessment Committee ..... TBD
- Institutional Research (10:00 a.m.) ..... TBD

## **FEBRUARY 2025**

- Summer Session Faculty Intent Forms to Deans ..... Mon., Feb. 3
- Curriculum Committee (Approval for Courses Related to a Program) (2:30 p.m.) ..... Mon., Feb. 3
- Teaching & Learning Committee (2:30 p.m.) ..... Tues., Feb. 4
- Educational Excellence Council (1:30 p.m.) ..... Wed., Feb. 5
- AA & SSAT Breakfast Meeting (8:15 a.m.) ..... Fri., Feb. 7
- Distance Learning Committee (2:00 p.m. – remote) ..... Mon., Feb. 10
- SLPC (2:00 p.m.) ..... Tues., Feb. 11
- Tenth Day for Spring 2025 Semester (12 weeks) ..... Thurs., Feb. 13
- Last Day for Refund - Spring 2025 Semester (12 weeks) ..... Thurs., Feb. 13
- Presidents' Day (college closed) ..... Mon., Feb. 17
- Summer 2025 Class Schedule Finalized in Coursedog ..... Mon., Feb. 17
- Fall 2025 Class Schedule Finalized in Coursedog ..... Mon., Feb. 17
- Last Day for Student Withdrawal (1<sup>st</sup> 8-week classes) ..... Wed., Feb. 19
- Educational Excellence Council (1:30 p.m.) ..... Wed., Feb. 19
- **Board of Trustees Meeting (4:30 p.m.)** ..... **Wed., Feb. 19**
- 1<sup>st</sup> 8-week Surveys Administered (results March 5) ..... Wed., Feb. 19 – 26
- Dual Credit Committee (2:00 p.m.) ..... Thurs., Feb. 20
- Debriefing (11:00 a.m.) ..... Fri., Feb. 21
- **Administrative Cabinet (1:00 p.m.)** ..... **Wed., Feb. 26**
- Budget Requests for 2025-2026 to VPAA ..... TBD
- Assessment Committee ..... TBD
- Institutional Research (10:00 a.m.) ..... TBD

## **MARCH 2025**

- Budget Requests for (2025-2026 for Capital, IT & Facilities) from VPAA to Business Services ..... TBD
- Sabbatical Leave Requests due to VPAA ..... Mon., Mar. 3
- Curriculum Committee (2:30 p.m.) ..... Mon., Mar. 3
- Teaching & Learning Committee (2:30 p.m.) ..... Tues., Mar. 4
- Mid-Term (16 week) ..... Wed., Mar. 5
- Educational Excellence Council (1:30 p.m.) ..... Wed., Mar. 5
- 25/SU & 25/FA Inclusive Access Adoptions Due ..... Fri., Mar. 7
- Development Day (no classes) ..... Fri., Mar. 7
- Career Expo ..... Fri., Mar. 7
- SLPC (2:00 p.m.) ..... Tues., Mar. 11
- Spring Break for Faculty & Students ..... Mon., Mar. 10 - Sat., Mar. 15
- Spring Break Staff (college closed) ..... Fri., Mar. 14 - Sat., Mar. 15
- Second 8-week Classes Begin ..... Mon., Mar. 17
- Distance Learning Committee (2:00 p.m. – remote) ..... Mon., Mar. 17

**MARCH 2025 (continued)**

- 2<sup>nd</sup> 8 Weeks' Stipends Due to Dawn W. (5 pays starting 3/27/25 – see note on last page) ..... Mon., Mar. 17
- Educational Excellence Council (1:30 p.m.) ..... Wed., Mar. 19
- **Board of Trustees Meeting (4:30 p.m.)** ..... Wed., Mar. 19
- Dual Credit Committee (2:00 p.m.) ..... Thurs., Mar. 20
- Tenth Day for Spring 2025 Semester (2<sup>nd</sup> 8-week classes) ..... Fri., Mar. 21
- Last Day for Student Withdrawal (2<sup>nd</sup> 8-week classes) ..... Fri., Mar. 21
- Debriefing (11:00 a.m.) ..... Fri., Mar. 21
- Administrative Cabinet (1:00 p.m.) ..... Wed., Mar. 26
- Registration - Summer & Fall 2025 - Project Success & Veterans ..... Thurs., Mar. 27
- Spring 2025 Class Schedule Workday (Dean's Meeting) ..... TBD
- Assessment Committee – Kim Radek Hall ..... TBD
- Institutional Research (10:00 a.m.) ..... TBD

**APRIL 2025**

- Budget Requests for 2025-2026 - positions from VPAAs to Business Services ..... TBD
- Teaching & Learning Committee (2:30 p.m.) ..... Tues., Apr. 1
- Educational Excellence Council (1:30 p.m.) ..... Wed., Apr. 2
- Registration - Summer & Fall 2025 Begins ..... Thurs., Apr. 3
- 25/SU & 25/FA Regular Non-IA Adoptions Due ..... Thurs., Apr. 3
- AA & SSAT Breakfast Meeting (8:15 a.m.) ..... Fri., Apr. 4
- Curriculum Committee (2:30 p.m.) ..... Mon., Apr. 7
- SLPC (2:00 p.m.) ..... Tues., Apr. 8
- Tenth Day for Spring 2025 Semester (16-week classes) ..... Tues., Apr. 8
- Last Day for Student Withdrawal (16-week classes) ..... Tues., Apr. 8
- 14 & 16-week Surveys Administered (survey results May 16<sup>th</sup>) ..... Wed., Apr. 2 – Apr. 9
- Educational Excellence Council (1:30 p.m.) ..... Wed., Apr. 16
- **Board of Trustees Meeting (4:30 p.m.)** ..... Wed., Apr. 16
- 12 & 2<sup>nd</sup> 8-week Surveys Administered (survey results May 16<sup>th</sup>) ..... Wed., Apr. 16 – Apr. 23
- Dual Credit Committee (2:00 p.m.) ..... Thurs., Apr. 17
- 30 Day Intent to Teach (Summer A) ..... Fri., Apr. 18
- Debriefing (11:00 a.m.) ..... Fri., Apr. 18
- Distance Learning Committee (2:00 p.m. – remote) ..... Mon., Apr. 21
- Last Day for Student Withdrawal (2<sup>nd</sup> 8-week classes) ..... Wed., Apr. 23
- Last Day for Student Withdrawal (12-week classes) ..... Thurs., Apr. 24
- **Administrative Cabinet (1:00 p.m.)** ..... Wed., Apr. 30
- Assessment Committee – Kim Radek Hall ..... TBD
- Institutional Research (10:00 a.m.) ..... TBD

**MAY 2025**

- Evening Finals (R) ..... Thurs., May 1
- Saturday Finals (S) ..... Sat., May 3
- Curriculum Committee (2:30 p.m.) ..... Mon., May 5
- 14 Day Intent to Teach (Summer A) ..... Mon., May 5
- Teaching & Learning Committee (2:30 p.m.) ..... Tues., May 6
- Day & Evening Finals (T) ..... Tues., May 6
- Day & Evening Finals (W) ..... Wed., May 7
- Educational Excellence Council (1:30 p.m.) ..... Wed., May 7
- Day Finals (R, F) ..... Thurs., May 8 & Fri., May 9
- Evening Finals (M) ..... Mon., May 12
- 30 Day Intent to Teach (Summer B & C) ..... Mon., May 12
- Spring 2026 Class Schedule Due in Coursedog ..... Mon., May 12
- SLPC (2:00 p.m.) ..... Tues., May 13
- Final Grades Due in Records Office (10:00 a.m.) ..... Wed., May 14
- Commencement (semester ends) ..... Sat., May 17
- Summer Schedule A Begins ..... Mon., May 19
- Tenth Day (Summer A) ..... Tues., May 20
- Last Day for Refund (Summer A) ..... Tues., May 20
- **Board of Trustees Meeting (5:30 p.m.)** ..... Tues., May 20
- Debriefing (11:00 a.m.) ..... Fri., May 23

**MAY 2025 (continued)**

- Summer Schedule A Stipends Due to Dawn W. (2 pays starting 6/5/25 – see note below)..... Fri., May 23
- Memorial Day (college closed) ..... Mon., May 26
- **Administrative Cabinet (1:00 p.m.)** ..... **Wed., May 28**
- 14 Day Intent to Teach (Summer B & C) ..... Wed., May 28
- Institutional Research (10:00 a.m.)..... TBD

**JUNE 2025**

- Summer Schedule A (Withdrawal deadline) ..... Wed., June 4
- Summer Schedule B Stipends Due to Dawn W. (5 pays starting 6/18/25 – see note below)..... Fri., June 6
- Summer Schedule C Stipends Due to Dawn W. (4 pays starting 6/18/25 – see note below)..... Fri., June 6
- Summer Schedule A Ends ..... Tues., June 10
- Summer Schedules B & C Begin ..... Wed., June 11
- Summer Schedule A Grades Due (10:00 a.m.)..... Thurs., June 12
- College Closed on Fridays begins ..... Fri., June 13
- Tenth Day (Summer C) ..... Mon., June 16
- Last Day for Refund (Summer C) ..... Mon., June 16
- Tenth Day (Summer B) ..... Tues., June 17
- Last Day for Refund (Summer B) ..... Tues., June 17
- **Board of Trustees Meeting (5:30 p.m.)** ..... **Tues., June 17**
- Debriefing (11:00 a.m.) ..... Wed., June 18
- Juneteenth (college closed) ..... Thurs., June 19
- **Administrative Cabinet (1:00 p.m.)** ..... **Wed., June 25**
- Summer Schedule A (Midterm) ..... Thurs., June 29

**JULY 2025**

- Summer Schedule C (Midterm) ..... Wed., July 2
- Independence Day (college closed) ..... Thurs., July 3 – Fri., July 4
- Summer Schedule B (Midterm) ..... Thurs., July 10
- **Board of Trustees Meeting (5:30 p.m.)** ..... **Tues., July 15**
- Summer Schedule C (Withdrawal deadline) ..... Tues., July 15
- Debriefing (11:00 a.m.) ..... Thurs., July 17
- Summer Schedule C Ends ..... Thurs., July 24
- Summer Schedule B (Withdrawal deadline) ..... Thurs., July 25
- Summer Schedule C Grades Due (10:00 a.m.) ..... Mon., July 28
- **Administrative Cabinet (1:00 p.m.)** ..... **Wed., July 30**

**August 2025**

- Summer Schedule B Ends ..... Thurs., Aug. 7
- Summer Schedule B Grades Due (10:00 a.m.) ..... Fri., Aug. 8

**Note:** Stipend dates are considered a guide only. For any class that begins or ends outside of the normal schedule, please verify the correct number of pays with the payroll office.