

Academic Affairs To-Do List

Done?	July-14	Due By	Notes
	Pre-Semester Contract Days Planning		
	New Faculty Orientation Planning Update		
	Division Directors Retreat		
	Faculty Welcome Back Breakfast Planning		
	Board of Regents Planning Meeting		July 10 Conference Call - Helena
	Division Meeting Kick-Off Planning		
	Welcome Back Letter to Faculty		

Done?	August-14	Due By	Notes
	Faculty Evaluation Training Date		
	New Faculty Orientation		August 12, 2014
	Adjunct Faculty Orientation		August 12, 2014
	Faculty Welcome Back Breakfast		August 20, 2014
	Faculty Kick Off Event		
	Level I & II Items Due to Martha	8/1/14	
	Level I & II Items Due to OCHE	8/15/14	
	Close/Add Classes for Fall		
	Syllabi Due	1st Day of Class	
	Office Hours and Schedules from Faculty		Collected by Admin Asst for ASC
	Classes Start		

Done?	September-14	Due By	Notes
	Faculty Evaluation Training		
	Review Articulation Agreements	1/30/15	
	Board of Regents Meeting		September 17-18 MSU-B
	Perkins Planning Committee		Set goals and targets
	Perkins TSA Due	9/30/14	
	Spring Schedules	10/1/14	
	Submit CC Items for Spring		
	Request Fall Course Evaluations		
	Disability Perkins Data Due	9/30/14	
	Notify NWCCU of BOR Actions		Immediately after BOR

Done?	October-14	Due By	Notes
	Level I & II Items Due to Martha	10/3/14	
	Level I & II Items Due to OCHE	10/17/14	
	IPRC Report Submitted for Nov. BOR		
	Perkins & BSP QT 1 Plan Update Due	10/30/14	
	Spring Schedules Due	10/1/14	
	Work on Fee Request		

Done?	November-14	Due By	Notes
	Board of Regents Meeting		November 20-21 UM
	Level I (Only) Items Due to Martha	11/21/14	
	IPRC Report to BOR November Meeting		
	Division Directors Solicit Perkins Proposals	1/30/14	
	Notify NWCCU of BOR Actions		Immediately after BOR
	Final Program Review Meeting		
	Admin Assist prepare Student Evals		to be completed the week prior to finals

Done?	December-14	Due By	Notes
	Level I (Only) Items Due to OCHE	12/1/14	
	Perkins Planning Committee Grant Review	1/31/14	recommendation for budget amendment
	BSP Midyear Narrative & Budget Report Due	12/12/14	
	Close/Add Spring Classes		
	Fall Adjunct Evaluations Due		
	Course Evaluations Due		
	Final Signed Spring Workloads Due	12/12/14	

Done?	January-15	Due By	Notes
	Online/Hybrid Course Evaluations		
	Fall 2015 Calendar		
	Request Spring Course Evaluations		
	Perkins Planning Committee Reviews		
	Proposals for CPBAC	3/30/15	
	Perkins & BSP AT 2 Plan Update Due	1/30/15	
	Articulation Agreements Due	1/30/15	
	Board of Regents Meeting		January 8-9 Helena College
	Level I & II Items Due to Martha	1/16/15	
	Level I & II Items Due to OCHE	1/31/15	
	Program Review Report to Faculty Senate		
	Submit CC Items for Fall		
	Notify NWCCU of BOR Actions		Immediately after BOR
	Office Hours and Schedules from Faculty		Collected by Admin Asst for ASC
	Admin Asst Collect & Send Student Evals to Bozeman		
	Perkins Budget Ammendment Due to OCHE	1/31/15	

Done?	February-15	Due By	Notes
	CPBAC Proposals		
	Review of Programs in Moratorium		
	Perkins Grant Request Forms	2/28/15	
	Syllabus Template Review	6/30/15	

	Perkins Grant Priority List Submitted to CPBAC		
	Summer & Fall Schedules		
	Work on Budgets		
	Work on Equipment & Computer Fee Requests		
	Perkins & BSP RFP's Released		

Done?	March-15	Due By	Notes
	Adjunct Contract Dates		
	Update OCHE Program Development List	6/30/15	
	Workloads Summer/Fall		
	Perkins Grant Budget		
	Board of Regents Meeting		Marh 5-6 Helena College
	Update Campus Mission Statement BOR		
	Perkins Grant Committee		Finalize Proposals & Submit to CPBAC
	Summer & Fall Schedules Due	3/1/15	
	Budgets Due		
	Equipment & Computer Fee Requests Due		
	Perkins Regional Writing Worksho	3/24/14	
	Notify NWCCU of BOR Actions		Immediately after BOR
	Perkins Budget Amendment Deadline	4/1/14	

Done?	April-15	Due By	Notes
	Pre-Semester Days Memo		
	Summer Workload & Scheduling		
	Student Research Day		
	Commencement Procedures		
	Level I & II Items Due to Martha	4/3/15	
	Level I & II Items Due to OCHE	4/17/15	
	Tenure Letters	5/1/15	
	IPRC Notification Letters	5/1/15	
	Big Sky Pathways Grants Due	4/10/15	
	Perkins & BSP QT 3 Plan Updates	4/13/15	
	Final Summer Signed Workloads Due	4/17/15	
	Admin Assist prepare Student Evals		to be completed the week prior to finals
	Course Evaluations Due		

Done?	May-15	Due By	Notes
	Adjunct Faculty Handbook Evaluation Form		
	Update on Faculty Evaluation Process		
	Perkins Grant Due	5/18/15	
	Request Student Evals for Summer		
	Faculty Evaluations Due	5/8/15	
	Division Director Team Evaluations & Goals		
	Board of Regents Meeting		May 21-22 FVCC
	Emergency Consent Items Due to Martha	5/15/15	
	Emergency Consent Items Due to OCHE	5/29/15	
	Division Director's Retreat Plannng		
	Classified Evaluations Due	5/30/15	

	Notify NWCCU of BOR Actions		Immediately after BOR
	Spring Adjunct Faculty Evaluations Due	5/8/15	Collected by Admin Asst for ASC
	Admin Asst Collect & Send Student Evals to Bozeman		
	Office Hours and Schedules from Faculty		
	NWCCU Annual Report	6/1/15	

Done?	June-15	Due By	Notes
	New Adjunct & Full Time Faculty Orientation Planning		
	BSP Yearend Narrative Due	6/15/14	
	Professional Staff Evaluations Due	6/30/15	

Done?	July-15	Due By	Notes
	Pre-Semester Contract Days Planning		
	New Faculty Orientation Planning Update		
	Division Directors Retreat		
	Faculty Welcome Back Breakfast Planning		
	Board of Regents Planning Meeting		July 10 Conference Call - Helena
	Division Meeting Kick-Off Planning		
	Welcome Back Letter to Faculty		
	Final Fall Signed Workloads Due	7/10/15	