

Office of Academic Affairs
Department Chairs & Directors ~ Yearly Calendar July 2020 – June 2021

JULY 2020	
3	INDEPENDENCE DAY HOLIDAY
14	Dean provides recommended winter 2021 schedules to chairs
21	Spring 2021 scheduling tools to Chairs
24	Chairs finalize fall Faculty Matrices with supervising dean
25	Chairs send winter 2021 schedules to deans for approval and submit faculty matrices
28	Chairs review winter 2021 galleys and Faculty Matrices with supervising dean & set appointment with scheduler
AUGUST 2020	
4	Chairs work with scheduler to enter winter 2021 schedules
12	Chairs send spring 2021 schedules to deans for approval and submit faculty matrices
13	All fall assignments staffed by this date
25	Chairs & Director's Meeting, 1:30 p.m., Zoom
31	FALL 2020 SEMESTER BEGINS 8/31-12/20
31	Submit fall faculty Matrix and Annual Load forms (if applicable) to supervising dean
7-14	Spring 2021 schedule distributed to Chairs; Chairs enter any changes in SCR
SEPTEMBER 2020	
1	Hiring Program Review Module submitted online http://www.lavc.edu/pepc/annualplans.html
4	Winter 2021 schedule online for faculty review
7	LABOR DAY HOLIDAY
7	Chairs review winter 2021 schedules in PeopleSoft and enter changes in SCR
13	Last day to process ADD permission numbers
13	Last day to drop without a "W" (online)
14	Fall 2020 Census date – Seniority/Priority lists due to Academic Affairs
14	Chairs confirm previous changes were implemented in PeopleSoft and submits SCR's to corrections
14	Chairs review evaluation list and begin evaluation process
22	Fall TBA Schedules due (online)
22	Fall Exclusion Rosters due (online)
22	Chairs & Director's Meeting, 1:30 p.m., Zoom
25	Winter 2021 schedule is posted for online review by all faculty; Chairs submit corrections via SCR
28	Evaluation process begins by the 4th week of semester
28	Chairs submit winter priority lists by discipline to supervising dean
OCTOBER 2020	
1	Chairs review schedules in PeopleSoft and submit SCR's for corrections
2	Winter 2021 Offer Letters sent out to instructors
2	Updated hourly seniority lists sent to Chairs, ranked faculty, AFT President, and Grievance Representative
6	Chairs confirm previous changes were implemented in PeopleSoft and submit spring 2021 SCR's for corrections
14	Spring 2021 schedule is posted for online review by all faculty; Chairs submit corrections via SCR
21	Final spring 2021 Schedule Online
27	Chairs & Director's Meeting, 1:30 p.m., Zoom
NOVEMBER 2020	
11	VETERAN'S DAY HOLIDAY
20	Last day to process section transfers (in person)
21	Fall Active Enrollment Rosters due
22	Last day to Drop with a "W" /Last day to exclude students
24	Chairs & Directors Meeting, 1:30 p.m., Zoom
26-29	THANKSGIVING DAY HOLIDAY
DECEMBER 2020	
1	Collect data for courses designated for SLO assessment
2	Initial list of preliminary summer allocations distributed (via email)
14-20	Finals
21-31	WINTER BREAK
27	Fall Positive Attendance & Grade Rosters due (online)
JANUARY 2021	
1	NEW YEAR'S DAY
4	WINTER 2021 INTERSESSION BEGINS 1/4-2/7
7	Winter 2021 Census Date
13	Dean provides recommended summer 2021 schedules to chairs
25	Chairs send summer 2021 schedules to deans for approval and submit faculty matrices
26	Chairs & Director's Meeting, 1:30 p.m., Zoom
TBD	Winter TBA schedules due (online)
TBD	Winter Active Enrollment Rosters due
TBD	Winter Exclusion Rosters due (online)
TBD	Winter Positive Attendance & Grade Rosters due (online)
FEBRUARY 2021	
SPRING	Spring Election for Adjunct Representative in even years: 2- year term/ odd years: 1-year term
2	Dean provides recommended fall 2021 schedules to chairs
8	Chairs work with scheduler to enter summer 2021 schedules
8	Submit spring faculty Matrix to supervising dean
10	SPRING 2021 SEMESTER BEGINS 2/8-6/7

10	Chairs send summer 2020 schedules to deans for approval
12	PRESIDENT'S DAY HOLIDAY
15	PRESIDENT'S DAY HOLIDAY
22	Chairs work with scheduler to enter fall 2021 schedules
23	Chairs & Director's Meeting, 1:30 p.m., Zoom
TBD	Spring Active Enrollment Rosters due to Admissions & Records
TBD	Spring TBA schedules due (online)
TBD	Spring Positive Attendance & Grade Rosters due (online)
MARCH 2021	
1	Chairs confirm previous changes were implemented in PeopleSoft and submit SCR corrections
8	Evaluation process begins by the 4 th week of semester
8	Summer 2021 schedule is posted for online review by all faculty; Chairs submit corrections via SCR
8	Chairs submit summer priority lists by discipline to supervising dean
16	Final summer 2021 schedule posted online
21	Fall 2021 schedule is posted for online review by all faculty; Chairs submit corrections via SCR
23	Chairs & Director's Meeting, 1:30 p.m., Zoom
31	CESAR CHAVEZ DAY
APRIL 2021	
3-9	Spring Break
7	Final Fall 2021 schedule posted online
21	Last day to process ADD Permission Numbers
27	Chairs & Director's Meeting, 1:30 p.m., Zoom
MAY 2021	
1	Chairs to collect data for courses designated for SLO assessment
1	All Summer intersession assignments staffed by this date
3	Evaluation process ends by the 12 th week of the semester
25	Chairs & Director's Meeting, 1:30 p.m., Zoom
31	MEMORIAL DAY HOLIDAY
5/31 – 6/7	Finals
JUNE 2021	
14	SUMMER 2021 INTERSESSION BEGINS 6/14 –8/29
Early June	VIRTUAL COMMENCEMENT
22	Chairs & Director's Meeting, 1:30 p.m., Zoom
30	All Program Review Modules submitted online http://www.lavc.edu/Committees-Workgroups/pepc/programreview.aspx
TBD	Summer Active Enrollment Rosters due
TBD	Summer Exclusion Rosters due (online)
TBD	Summer Positive Attendance & Grade Rosters due (online)