



2021-2022

WORKING CALENDAR



**TIDEWATER
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**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2021 - 2022**

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BATTEN FELLOWSHIP FOR TECHNOLOGICAL INNOVATION AND LEADERSHIP

FY21 BATTEN FELLOW

February 5, 2021	Solicitation of proposals announced to full-time faculty.
April 15, 2021	Application deadline.*
May 15, 2021	Finalists and their Deans notified.
July 1, 2021	Batten Fellow selected and notified.
August Convocation	Batten Fellow announced by the President.
November 15, 2021	First quarter progress report due.
March 21, 2022	Mid-year progress report due.
May 15, 2022	Third quarter progress report due.
August 15, 2022	Final project report due in 2022 (2023 for a two-year fellow).
January, 2023	Batten Fellowship formal presentation.

* Note: During the next academic year (2021-2022) the timeline will be different, with the application deadline on October 15.

FY22 BATTEN FELLOW

August 15, 2021	Solicitation of proposals announced to full-time faculty.
October 15, 2021	Preview application deadline.
November 7, 2021	Finalists and their Deans notified.
January 15, 2022	Complete applications due.
March 15, 2022	Batten Fellow selected and notified.
August Convocation	Batten Fellow announced by the President.
November 15, 2022	First quarter progress report due.
March 21, 2023	Mid-year progress report due.
May 15, 2023	Third quarter progress report due.
August 15, 2023	Final project report due.
January, 2024	Batten Fellowship formal presentation.

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CLASS SCHEDULE DEVELOPMENT

September 1, 2021	Summer 2021 Session class schedule rolled over as a first step in the development of the Summer 2022 Session class schedule.
October 7, 2021	Academic deans upload newly developed Spring 2022 Semester class schedule into SIS.
October 15, 2021	Spring 2022 Semester class schedule is active on TCC website.
October 25, 2021	Priority Registration begins for Spring 2022 Semester.
November 1, 2021	Regular Registration begins for Spring 2022 Semester.
January 4, 2022	Fall 2021 Semester class schedule rolled over as a first step in the development of the Fall 2022 Semester class schedule.
March 12, 2022	Academic deans upload newly developed Summer 2022 Session and Fall 2022 Semester class schedules into SIS.
March 19, 2022	Summer 2022 Session and Fall 2022 Semester class schedules are active on TCC website.
March 29, 2022	Priority Registration begins for Summer 2022 Session and Fall 2022 Semester.
April 5, 2022	Regular Registration begins for Summer 2022 Session and Fall 2022 Semester.
June 1, 2022	Spring 2022 Semester class schedule rolled over as a first step in the development of the Spring 2023 Semester class schedule.

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EQUIPMENT TRUST FUND

June 8, 2021	Notice from Material Management to start the process of generating the ETF Wish List for the upcoming fiscal year.
June 15, 2021	Information sent to academic deans on the ETF funds and process for the upcoming budget year.
August 7, 2021	ETF requests from the academic deans due to the Office of the Vice President for Academic Affairs.
August 21, 2021	Prioritized ETF list sent to Material Management
September 15, 2021	Notice from VCCS for approved ETF items received by Material Management.
June 15, 2022	ETF orders for current fiscal year received and paid.

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FACULTY PROMOTIONS and MULTI-YEAR APPOINTMENTS

The following timeline is based on TCC *Policy 3108 Faculty Promotion* and provides full-time teaching and professional faculty appropriate deadlines to submit appropriate documents for multi-year appointments and/or promotions.

- August 2, 2021** Human Resources Office emails a list of full-time teaching faculty and professional faculty eligible for multi-year appointment, broken down by appointment period, pathway, campus, and category to the Vice President for Academic Affairs/CAO.
- Human Resources Office emails individual multi-year appointment forms with personnel information listed for each eligible teaching and professional faculty member to the Vice President for Academic Affairs/CAO.
- August 30** The CAO emails individual multi-year appointment forms to the Pathway/Discipline Deans for distribution to appropriate faculty.
- September 15** Eligible full-time faculty initiates the promotion request, submitting it and any required supporting documentation to the supervisor. (The criteria for promotions are found in the VCCS-29 document.)
- October 1** The appropriate documentation (VCCS-10 form) for the promotion request is reviewed by the supervisor who submits it to their respective President's Cabinet member.
- October 20** The President's Cabinet member sends the VCCS-10 form(s) to the Associate Vice President for Human Resources (AVP-HR) to verify that the data on the new VCCS-10 form is correct, e.g., total teaching experience, experience in previous rank.
- November 8** Copies of promotion documentation due to the Credentialing Specialist in the Office of Academic Affairs.
- November 15** The AVP-HR sends verified VCCS-10 form(s) and promotion requests to the Chief Academic Officer (CAO) via their appropriate President's Cabinet member.
- November 15** The CAO convenes the Faculty Promotions Committee and provides a charge to the Faculty Promotions Committee.

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- November 16** Senior faculty members who are currently on a one-year appointment and are re-applying for a Multi-year Appointment but received a “Does Not Meet Expectations” rating submit their materials to the Faculty Promotions Committee.
- December 1** The Faculty Promotions Committee meets as necessary to review materials from any senior faculty member who currently are on a one-year appointment and are reapplying for a Multi-year Appointment but received a “Does Not Meet Expectations” rating. The Faculty Promotions Committee makes a recommendation to the CAO for these faculty no later than December 15th.
- December 1** The CAO submits the promotion requests to the Faculty Promotions Committee for review and recommendations.
- January 11, 2022** Eligible teaching and professional faculty submit completed Multi-year Appointment forms to their supervisor.
- January 18** Supervisors submit completed Multi-year Appointment forms to the appropriate President’s Cabinet member for review.
- January 25** The President’s Cabinet member submits completed Multi-year Appointment forms to the Faculty Promotions Committee via the CAO.
- March 1** The Faculty Promotions Committee completes its review of Multi-year Appointment applications and promotion requests and the Faculty Promotions Committee chair forwards the recommendations to the CAO.
- March 5** The CAO submits the Faculty Promotions Committee’s recommendations for multi-year appointments and promotions to the President and the AVP-HR.
- March 15** The AVP-HR prepares multi-year appointment proposals and promotion requests for the President’s signature.
- March 31** The AVP-HR submits Certification Statement to the System Office verifying VCCS Policy 3.4 Faculty Appointment has been followed.

Note: Promotions and multi-year appointments are effective on July 1, 2022, for professional faculty and 12-month teaching faculty and on August 16, 2022, for 9-month teaching faculty. Promotions for administrative faculty are effective on July 1, 2022, since they are on one-year appointments and are not eligible for multi-year appointments.

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FACULTY STAFFING PLAN

October 1, 2021	Office of Human Resources provides the Vice President for Academic Affairs a current data file of all full-time teaching faculty employed at TCC.
October 15, 2021	Vice President for Academic Affairs develops list of all current and anticipated full-time teaching faculty openings since the last approved version of the previous year's Faculty Staffing Plan.
November 1, 2021	Institutional Effectiveness provides to the Office of the Vice President reports on FT/PT teaching ratios for previous Spring semester and projected ratios for current Fall semester.
November 1, 2021	Chief Financial Officer provides to the Vice President for Academic Affairs the total full-time teaching faculty salary budget cap for the upcoming budget year.
November 15, 2021	Academic Deans submit written requests for full-time teaching faculty positions to fill to Office of the Vice President for Academic Affairs.
December 1, 2021	2022-23 Faculty Staffing Plan presented to President's Cabinet for approval.
January 15, 2022	Position descriptions finalized for all approved positions in the Faculty Staffing Plan.
February 1, 2022	Full time teaching positions advertised in applicable publications, websites, and in Shared Services.
March 15, 2022	All full-time teaching positions approved in Faculty Staffing Plan closed and screening process begins.
May 15, 2022	Full-time faculty searches completed for Fall 2022 contract start.

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FULL-TIME TEACHING FACULTY EVALUATION PROCESS

January 4, 2021	Student evaluations of instruction from Fall 2020 Semester made available to the faculty and dean/director to develop appropriate action plans with the faculty as needed.
January 15, 2021	(1) Non-reappointment notification deadline for multi-year faculty and any senior faculty on a <u>one-year</u> appointment as result of 2020 “Does Not Meet Expectations” summative evaluation rating. (2) Senior faculty members who received a one-year appointment for 2021-22 as result of 2020 summative evaluation process meet and finalize with the dean/director the objectives for APPDPs for <u>both</u> the Spring 2021 and the Fall 2021 semesters.
January 29, 2021	Student Course Evaluation Surveys for the 1 st 5-Week Spring session will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.
January 31, 2021	Dean and senior faculty members in a non-summative appointment for 2021 finalize the APPDP objectives for the 2021 calendar year.
February 1, 2021 – on	Student evaluations conducted in all classes.
February 19, 2021	Faculty and Deans receive Student Evaluation data for 1st 5-Week Spring session.
February 21, 2021	Course Evaluation Surveys for the 1 st 8-Week Spring session will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.
March 4, 2021	Course Evaluation Surveys for the 2nd 5-Week Spring session will deploy to students prior to Spring Break. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.
March 10, 2021	Faculty and Deans receive Student Evaluation data for 1 st 8-Week Spring session.
March 15, 2021	College notifies any second- or third-year faculty member on a one-year appointment who received a “Does Not Meet Expectations” summative evaluation rating based on 2020

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evaluation documentation by the dean of intent to not reappoint for the 2021-22 academic year.

April 1—30, 2021

Dean may conduct classroom observations for faculty members in a 2nd or 3rd one-year appointment, and appropriate senior faculty in a multi-year appointment who are scheduled for a summative evaluation in the Fall 2021 Semester (use documents in Appendices E1, E2, and/or E3 for these observations). If a classroom observation takes place at this time, then one is not scheduled for the Fall 2021 Semester for these faculty members.

April 5, 2021

Faculty and Deans receive Student Evaluation data for 2nd 5-Week Spring session.

April 21, 2021

Course Evaluation Surveys for the 3rd 5-Week, 2nd 8-Week, 12-Week, and 16-Week Spring sessions will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.

May 1—15, 2021

Dean meets with senior faculty on a one-year appointment to review and evaluate the APPDP objectives for the Spring 2021 Semester and to make any needed revisions to the APPDP objectives for the Fall 2021 Semester. The senior faculty is reminded by the dean/director that the Teaching Portfolio must be completed and submitted to the dean/director no later than October 15, 2021, and that a classroom observation must be completed by that date (unless one was completed in the Spring 2021 Semester or in the summer session if the faculty member taught in the summer).

- May 1—15:
Spring student evaluations reviewed with faculty after grades are submitted and appropriate action plans developed with faculty as needed.
- May 12:
Faculty and Deans receive Student Evaluation data for 3rd 5-Week, 2nd 8-Week, 12-week, and 16-Week Spring Terms.
- May 16—August 1:
Human Resources Office sends (via the Office of Academic Affairs) the deans a list of senior faculty members who will be in the last year of a multi-year appointment in 2021-22 in order to plan summative evaluation process for them during the Fall 2021 Semester. Senior faculty members in the last year of a multi-year appointment are reminded by the

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dean of appropriate deadlines for their summative evaluation in Fall 2021. This list also contains the faculty members in their 3rd one-year appointment who are eligible for their first multi-year appointment. Dean reminds these faculty members of the appropriate evaluation deadlines due in the Fall 2021 Semester.

- June 16:
Student Course Evaluation Surveys for the 1st 5-Week Summer Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.

- By June 29:
New probationary faculty from the 2020-21 academic year receive one-year contract for the 2021-22 academic year and begin their second one-year appointment in August 2021 and continue in the New Faculty Academy; all other eligible faculty members receive a contract for the next academic year with notification of appropriate appointment status.

- July 6:
Student Course Evaluation Surveys for the 1st 8-Week Summer Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.

- July 7:
Faculty and Deans receive Student Evaluation data for 1st 5-Week SummerTerm.

- July 22:
Student Course Evaluation Surveys for the 2nd 8-Week and 10-Week Summer Terms will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.

- July 28:
Student Course Evaluation Surveys for the 2nd 5-Week Summer Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.

- July 28:
Faculty and Deans receive Student Evaluation data for 1st 8-Week Summer Term.

- August 11:
Faculty and Deans receive Student Evaluation data for 2nd 8-Week and 10-Week Summer Terms.

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- August 16—September 1:
Student evaluations from summer session (if applicable) reviewed with faculty and appropriate action plans developed with faculty as needed.
- August 16-18: College-wide Faculty Professional Development Days
- August 18:
Faculty and Deans receive Student Evaluation data for 2nd 5-Week
- August 23: Classes Begin
- September 6: Labor Day Holiday (college closed)
- October 1:
Student Course Evaluation Surveys for the 1st 8-Week Fall Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- October 1-31:
Dean conducts classroom observations for appropriate faculty (new probationary first year, 2nd and 3rd year of one-year appointment, and those senior faculty members eligible for a new multi-year appointment) using Appendices E1, E2, and/or E3 in the college's *Plan*. (This observation is not required for 2nd and 3rd one-year faculty members or those senior faculty members on a multi-year appointment if the dean conducted the classroom observation in the Spring 2021 Semester or the summer session.)
- October 1—January 31, 2022:
Deans conduct annual performance and professional development plan (APPDP) conferences with senior faculty members (except for those on a one-year appointment or eligible for a summative evaluation in the Fall 2021 Semester) to assess achievement of objectives of the faculty member's 2021 APPDP and establish 2022 APPDP objectives; and reminds senior faculty members of the expectations of them based on their appointment status.
- By October 15:
 - (1) Dean schedules and completes the classroom observation for any senior faculty on a one-year appointment.
 - (2) Senior faculty on a one-year appointment completes and submits to dean the Teaching Portfolio for 2021 demonstrating that the senior faculty member has met the criteria as listed in the Teaching Portfolio (based on requirements listed in Appendix C3 of the

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Plan); and submits the self-evaluation of the APPDP objectives for the Fall 2021 Semester.

- Between October 15 and November 1:
Dean and senior faculty on a one-year appointment conduct the summative evaluation meeting and the dean/director informs the faculty member of the summative rating of either “Meets Expectations” or “Does Not Meet Expectations” and explains the consequences of the rating. The dean provides a copy of the summative evaluation rating form to the faculty member and forwards the signed summative rating form to the Human Resources Office.
- By October 19:
All senior faculty in the last year of a multi-year appointment submit appropriate documentation in the Teaching Portfolio (includes faculty member’s assessment of 2021 APPDP) to dean; schedules summative evaluation appointment with dean between November 1 and December 1; and provides dean with proposed 2022 APPDP objectives.
- October 20:
Faculty and Deans receive Student Evaluation data for 1st 7-Week Fall Term.
- By November 1:
Faculty members in the 3rd year of a one-year appointment submit Teaching Portfolio to the dean; schedule a summative evaluation meeting with dean; and submit objectives for the 2022 APPDP.
- November 1—December 1
 - (1) Deans meet with 2nd and 3rd one-year faculty members for summative evaluation for 2021 and review APPDP objectives for 2022.
 - (2) Dean conducts summative evaluation with eligible senior faculty members (except those on a one-year appointment—see above) and discusses the objectives for the 2022 APPDP.
- November 30:
Student Course Evaluation Surveys for the 2nd 7-Week, 12-Week, and 16-Week Fall Terms will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- November 25 – 26: Thanksgiving Holiday (no classes)

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- By December 1:
Dean submits signed summative evaluation forms for all 2nd and 3rd year faculty members on a one-year appointment and eligible senior faculty members to HR office with copy to the faculty member.

- By December 15:
Dean informs:
 - (1) Faculty members in the 2nd or 3rd year of a one-year appointment who receive a summative rating of “Does Not Meet Expectations” by the dean must be notified no later than March 15, 2022, of the college’s intent to non-reappoint the faculty member for the 2022-23 academic year.

 - (2) Those faculty members in the third year of a one-year appointment who receive a summative rating of “Meets Expectations” by the dean, that they must apply for their first multi-year appointment in early January 2022 (refer to college’s *Working Calendar* for actual date). This is done in cooperation with the faculty member following established college procedures as found in the college’s *Working Calendar*.

 - (3) Communicates to senior faculty members who receive a “Does Not Meet Expectations” summative evaluation rating no later than December 15 (necessary to allow for an appeal by the faculty prior to January 15, 2022).

 - (4) Communicates to senior faculty members who receive a “Meets Expectations” summative rating the deadline date for applying for the next multi-year appointment (refer to college’s *Working Calendar* for actual application date), following established college procedures as found in the college’s *Working Calendar*.

- December 17: Last day for instruction/exams

- December 21:
Deans receive student evaluation reports from 16-week, 2nd 7-week, 10-week, and 12-week classes.

- TBD: Fall Commencement Ceremony

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GOVERNANCE COMMITTEES

August 23, 2021	Each Governance Committee to schedule a session to orient new committee members.
September 15, 2021	All Governance Committees receive their charge, and the Committee Chairs report the charges to the President's Advisory and Planning Council (PAPC). If a Committee fails to receive a charge from their designated President's Cabinet member by this date, the PAPC Chair will report this to the President's Cabinet.
October 1, 2021	The PAPC Chair consolidates all committee charges and publishes them on the TCC website.
January 31, 2022	All Governance Committees submit brief mid-year updates to the PAPC and their designated President's Cabinet member. The PAPC Chair consolidates the reports and publishes them on the TCC website.
February 15, 2022	Governance information brochure sent to TCC_ALL.
March 15, 2022	Each Governance Committee Chair sends the PAPC Chair a list of membership openings.
March 15, 2022	The Chair of the PAPC sends out a TCC_ALL email to call on volunteers for all committee openings. This email should include a brief description of each committee's responsibilities and the Chairs' contact information.
March 15, 2022 (or ASAP thereafter)	All Governance Committees hold their elections for general membership per the election procedures.
April 15, 2022	Each Governance Committee Chair completes membership elections and submits a complete roster of members for the upcoming year to the PAPC.
May 1, 2022	Governance Committee Chairs send a list of new officers for the upcoming year to the PAPC. If a Committee fails to report new officers to the PAPC, the PAPC chair will contact the committee

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members, solicit volunteers for officers, and hold electronic elections if necessary.

May 1, 2022

Each Committee presents an annual report of activities, accomplishments, goals, and recommendations to the College President, the designated member of the President's Cabinet, and the PAPC Chair.

May 15, 2022

The PAPC meets to hold elections for the upcoming academic year.

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PERKINS PLAN

July 1, 2021	FY 2022 Perkins Plan approved by VCCS.
Dec 2021	Mid-Year Perkins report to VP for Academic Affairs.
Jan-Feb 2021	Mandatory State-wide Perkins meeting.
March 2022	Draft of FY 2023 Perkins Plan developed.
April 15, 2022	Perkins Advisory Committee input into FY 2022 Plan and FY 2023 Proposed Plan.
1 st week in May 2022	Present Perkins Plan to President's Cabinet.
May 14, 2022	FY 2023 Plan uploaded in VDOE OMEGA system.

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PROGRAM ADVISORY COMMITTEES (PACs)

Fall 2021	Program Heads schedule or hold Program Advisory Committee meeting.
January 2022	
Late March 2022	Academic Deans submit proposed PAC members to Office of the VP for Academic Affairs.
May 2022	Academic Year 2022 Committee members complete program evaluation.
May 2022	TCC Board approves proposed new Program Advisory Committee members for academic year 2022-23.
Late May 2022	Program Heads post approved PAC members on website(s).

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TEACHING FACULTY OVERLOAD

July 6, 2021	Faculty overload forms for Summer 2021 due to the Office of the Vice President for Academic Affairs.
February 28, 2022	Faculty overload forms for Fall 2021 and Spring 2022 due to the Office of the Vice President for Academic Affairs.

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TEACHING FACULTY REASSIGNED TIME

- April 15, 2021 Reassigned time allocations for Academic Year 2021-22 sent to academic deans from the Office of the Vice President for Academic Affairs.
- May 3, 2021 Reassigned Time request forms for Academic Year 2021-22 (Summer 2021, Fall 2021, Spring 2022) due to the Office of the Vice President for Academic Affairs.

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TEXTBOOK/COURSE MATERIALS ADOPTION

March 15, 2021	Summer 2021 credit course textbooks and course materials adoptions due to Barnes & Noble.
April 15, 2021	Fall 2021 credit course textbooks and course materials adoptions due to Barnes & Noble.
October 15, 2021	Spring 2022 credit course textbooks and course materials adoptions due to Barnes & Noble.

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DEPARTMENT GOALS AND EVALUATIONS ANNUAL PLANNING

July-August 2021	Administrative and division 2021-2022 goals due to OIE via annual planning surveys.
August-September 2021	Presidential review with Chancellor.
September 2021	Finalized Chancellor's Annual Goals Due.
February 2022	Targeted/requested mid-year reports due to OIE.
June-July 2022	Administrative and division 2021-2022 end-of-year reports due to OIE via the Annual Planning Survey tool.

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FISCAL YEAR BUDGET DEVELOPMENT PROCESS

November 1, 2021	Chief Financial Officer provides to the Vice President for Academic Affairs the total full-time teaching faculty salary budget cap for the upcoming budget year.
November 15, 2021	Academic Deans submit written requests for full-time teaching faculty positions to fill to Office of the Vice President for Academic Affairs.
December 1, 2021	2022-23 Faculty Staffing Plan presented to President's Cabinet for approval.
February-March 2022	Unfunded Budget Priorities Due.
March-May 2022	Budget Workgroup Meetings.
Summer 2022	Fiscal Year Budget Finalized.

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INSTITUTIONAL SACSCOC REAFFIRMATION OF ACCREDITATION CYCLE

September 2021	Working draft of 5 th Year Report Complete.
Fall 2021	Gap Analysis due to President's Cabinet.
September-October 2021	OIE presents student Achievement Data (CR 8.1).
October 2021	OIE launches 5 th Year Report Reading and Review Committee.
May 2022	OIE Completes 5 th Year Report with finalized documentation.
July-August 2022	Final Quality Control Review.
August 15, 2022	5 th Year Report Due to SACSCOC.

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PERFORMANCE-BASED FUNDING INDICATORS ASSESSMENT CYCLE

June-July 2021	OIE Reports to President's Cabinet on 2020-2021 results. ACADEMIC PROGRAM REACCREDITATION
August 21, 2021	Nursing Self-study due.
October 21, 2021	Nursing Site-visit.
Spring 2022	Occupational Therapy Assistant self-study due. (Site-visit Fall 2022).
Spring 2022	Emergency Medical Services self-study due. (Site-visit Fall 2022).
Spring 2022	Physical Therapist Assistant self-study due. (Site-visit Fall 2022).

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PROGRAM LEARNING OUTCOMES ASSESSMENT

June 1, 2021	2020-2021 Program Learning Outcome Assessment Reports Due to OIE for review and approval.
August 1, 2021	Final 2020-2021 Program Learning Outcome Assessment Reports Due to OIE.
July-August 2021	Pathway Deans discuss results of 2020-2021 Reports with stakeholders to determine changes to purpose statements, measures, benchmarks, outcomes or action for improved student achievement.
August 15, 2021	Pathway Deans provide notification of any changes in purpose statements or learning outcomes to Coordinator of Outcomes Assessment in OIE.
August 2021-May 2022	Pathway Deans and program stakeholders implement planned improvement strategies, collect data, analyze results, and adjust as needed.
Dec 2021-Jan 2022	Pathway Deans lead stakeholders in conducting mid-year analysis of impact and effectiveness of program's improvement strategies.
May 2022-July 2022	Pathway Deans lead stakeholders in conducting end-of-year analysis of impact and effectiveness of program's improvement strategies.
June 1, 2022	2021-2022 Program Learning Outcome Assessment Reports due to OIE for review and approval.
August 1, 2022	Final 2021-2022 Program Learning Outcome Assessment Reports due to OIE.

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SEMESTER/TERM ENROLLMENT REPORTING TO VCCS

August 10, 2021	Summer CRT due.
December 7, 2021	Fall CRT due.
May 10, 2022	Spring CRT due.

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STRATEGIC PLANNING, ASSESSMENT, AND IMPLEMENTATION CYCLE

May 2021	Strategic Plan Management & Coordination Committee (SPMCC) receives charges and launches.
July 1, 2021	Innovate 2026 Launches.
July-August 2021	Division Goals supporting Innovate 2026 due to OIE via Annual Planning Surveys.
June-July 2022	End-of-year reports for Divisions and Pathways are due to OIE via the Annual Planning Survey tool.
June-July 2022	Strategic Plan Annual Report including assessment of achievements and next steps completed by SPMCC.

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SUBSTANTIVE CHANGES* TO SACSCOC TIMELINE

September 1, 2021	Substantive change prospectus, application, and notification requiring approval by the full Board of Trustees for spring 2022 implementation.
March 15, 2022	Substantive change prospectus, application, and notification requiring approval by the full Board of Trustees for fall 2022 implementation.
January 1, 2022	Substantive change prospectus, application, and notification requiring approval by the Executive Council for changes implemented July 1-December 31 2022.
July 1, 2022	Substantive change prospectus, application, and notification requiring approval by the Executive Council for changes implemented January 1- June 30 2023.

*To determine type and scope of substantive change, review the SACSCOC Substantive Change Policy <https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf> and contact the TCC Institutional Liaison in OIE.

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ACADEMIC CALENDAR

Fall 2021

August 2, 2021	Tuition Due
August 23	First Day of Class
November 2	Election Day (College open, no classes)

Spring 2022

December 20, 2021	Tuition Due
January 10, 2022	First Day of Class
January 17	Martin Luther King Day
March 6 – 12	Spring Break