



2022-2023

WORKING CALENDAR



**TIDEWATER
COMMUNITY COLLEGE**
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**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

TABLE OF CONTENTS

ACADEMIC AFFAIRS

BATTEN FELLOWSHIP	1
CLASS SCHEDULE DEVELOPMENT	2
EQUIPMENT TRUST FUND	3
FACULTY PROMOTIONS AND MULTI-YEAR APPOINTMENTS	4
FACULTY STAFFING PLAN	6
FULL-TIME TEACHING FACULTY EVALUATION PROCESS	7
GOVERNANCE COMMITTEES	13
PERKINS GRANT	15
PROGRAM ADVISORY COMMITTEES	16
TEACHING FACULTY OVERLOAD	17
TEACHING FACULTY REASSIGNED TIME	18
TEXTBOOK/COURSE MATERIALS SELECTION	19

INSTITUTIONAL EFFECTIVENESS

DEPARTMENT GOALS AND EVALUATIONS ANNUAL PLANNING	20
FISCAL YEAR BUDGET DEVELOPMENT PROCESS	21
PERFORMANCE-BASED FUNDING INDICATORS ASSESSMENT CYCLE	22
PROGRAM LEARNING OUTCOMES ASSESSMENT	23
SEMESTER/TERM ENROLLMENT REPORTING TO VCCS	24
STRATEGIC PLANNING, ASSESSMENT, AND IMPLEMENTATION CYCLE	25
SUBSTANTIVE CHANGES TO SACSCOC TIMELINE	26

STUDENT AFFAIRS

ACADEMIC CALENDAR	27
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**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

BATTEN FELLOWSHIP

September 12, 2022	Solicitation of Preview proposals (RFP) announced to all full-time teaching faculty
October 3, 2022	Faculty Senate recommends two faculty members to serve on the Batten Fellowship Ad Hoc Selection Committee
October 21, 2022	Preview proposals due to the Vice President for Academic Affairs
October 24, 2022	VP for Academic Affairs convenes the Batten Fellowship Ad Hoc Selection Committee
October 31, 2022	Batten Fellowship Ad Hoc Selection Committee identifies finalists for VP review
November 14, 2022	Finalists for further competitive review are notified and their respective academic dean informed
January 16, 2023	Finalists' applications due to the Batten Fellowship Ad Hoc Selection Committee
Late January –	
February 2023	Batten Fellowship Ad Hoc Selection Committee meets with finalists
March 13, 2023	Batten Fellow selected and notified
August 2023	
Fall Convocation	Batten Fellow announced by the President

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

CLASS SCHEDULE DEVELOPMENT

September 1, 2022	Summer 2022 Session class schedule rolled over as a first step in the development of the Summer 2023 Session class schedule.
October 7, 2022	Academic deans upload newly developed Spring 2023 Semester class schedule into SIS.
October 15, 2022	Spring 2023 Semester class schedule is active on TCC website.
October 24, 2022	Priority Registration begins for Spring 2023 Semester.
October 31, 2022	Regular Registration begins for Spring 2023 Semester.
January 3, 2023	Fall 2022 Semester class schedule rolled over as a first step in the development of the Fall 2023 Semester class schedule.
March 11, 2023	Academic deans upload newly developed Summer 2023 Session and Fall 2023 Semester class schedules into SIS.
March 13, 2023	Priority Registration begins for Summer 2023 Session and Fall 2023 Semester.
March 18, 2023	Summer 2023 Session and Fall 2023 Semester class schedules are active on TCC website.
March 20, 2023	Regular Registration begins for Summer 2023 Session and Fall 2023 Semester.
June 1, 2023	Spring 2023 Semester class schedule rolled over as a first step in the development of the Spring 2024 Semester class schedule.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

EQUIPMENT TRUST FUND (ETF)

July 5, 2022	Notification of FY 2023 ETF process to begin sent by TCC Material Management to the Vice President for Academic Affairs
August 15, 2022	Academic Deans submit ETF requests to the Special Assistant to the Vice President for Academic Affairs
August 22, 2022	Approved and prioritized list of academic program ETF items submitted to TCC Material Management
September 12, 2022	TCC Material Management sends TCC Proposed ETF List to the VCCS for SCHEV Approval
October 2022	Final requisitions for reimbursement of FY 2022 ETF funds due to SCHEV
January 2023	Notice sent from VCCS to TCC Material Management of Approved TCC ETF List
February 15, 2023	All ETF orders submitted into eVA for processing
March to May 2023	Wish lists developed by academic deans for FY 2024 ETF consideration
May to July 2023	ETF orders for FY 2023 received and paid

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

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 1, 2022** 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 29** 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.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

- 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, 2023** 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, 2023, for professional faculty and 12-month teaching faculty and on August 16, 2023, for 9-month teaching faculty. Promotions for administrative faculty are effective on July 1, 2023, since they are on one-year appointments and are not eligible for multi-year appointments.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

FACULTY STAFFING PLAN

October 1, 2022	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, 2022	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, 2022	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, 2022	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, 2022	Academic Deans submit written requests for full-time teaching faculty positions to fill to Office of the Vice President for Academic Affairs.
December 1, 2022	2023-24 Faculty Staffing Plan presented to President's Cabinet for approval.
January 15, 2023	Position descriptions finalized for all approved positions in the Faculty Staffing Plan.
February 1, 2023	Full time teaching positions advertised in applicable publications, websites, and in Shared Services.
March 15, 2023	All full-time teaching positions approved in Faculty Staffing Plan closed and screening process begins.
May 15, 2023	Full-time faculty searches completed for Fall 2023 contract start.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

FULL-TIME TEACHING FACULTY EVALUATION PROCESS

January 3, 2022	Student evaluations of instruction from Fall 2021 Semester made available to the faculty and dean/director to develop appropriate action plans with the faculty as needed.
January 17, 2022	(1) Non-reappointment notification deadline for multi-year faculty and any senior faculty on a <u>one-year</u> appointment as result of 2021 “Does Not Meet Expectations” summative evaluation rating. (2) Senior faculty members who received a one-year appointment for 2022-23 as result of 2021 summative evaluation process meet and finalize with the dean/director the objectives for APPDPs for <u>both</u> the Spring 2022 and the Fall 2022 semesters.
January 28, 2022	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, 2022	Dean and senior faculty members in a non-summative appointment for 2022 finalize the APPDP objectives for the 2022 calendar year.
February 1, 2022 – on	Student evaluations conducted in all classes.
February 19, 2022	Faculty and Deans receive Student Evaluation data for 1st 5-Week Spring session.
February 21, 2022	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, 2024	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, 2022	Faculty and Deans receive Student Evaluation data for 1 st 8-Week Spring session.
March 15, 2022	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 2021 evaluation documentation by the dean of intent to not reappoint for the 2022-23 academic year.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

- April 1—30, 2022 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 2022 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 2022 Semester for these faculty members.
- April 5, 2022 Faculty and Deans receive Student Evaluation data for 2nd 5-Week Spring session.
- April 21, 2022 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, 2022 Dean meets with senior faculty on a one-year appointment to review and evaluate the APPDP objectives for the Spring 2022 Semester and to make any needed revisions to the APPDP objectives for the Fall 2022 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, 2022, and that a classroom observation must be completed by that date (unless one was completed in the Spring 2022 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 2022-23 in order to plan summative evaluation process for them during the Fall 2022 Semester. Senior faculty members in the last year of a multi-year appointment are reminded by the dean of appropriate deadlines for their summative evaluation in Fall 2022. This list also contains the faculty members in their 3rd one-year appointment who are eligible for their

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

first multi-year appointment. Dean reminds these faculty members of the appropriate evaluation deadlines due in the Fall 2022 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 2021-22 academic year receive one-year contract for the 2022-23 academic year and begin their second one-year appointment in August 2022 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 Summer Term.
- 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.
- August 16—September 1:
Student evaluations from summer session (if applicable) reviewed with faculty and appropriate action plans developed with faculty as needed.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

- August 16-17: College-wide Faculty Professional Development Days
- August 18:
Faculty and Deans receive Student Evaluation data for 2nd 5-Week
- August 22: Classes Begin
- September 5: 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 2022 Semester or the summer session.)
- October 1—January 31, 2023:
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 2022 Semester) to assess achievement of objectives of the faculty member's 2022 APPDP and establish 2023 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 2022 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 *Plan*); and submits the self-evaluation of the APPDP objectives for the Fall 2022 Semester.
- Between October 15 and November 1:

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

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 2023 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 2023 APPDP.
- November 1—December 1
 - (1) Deans meet with 2nd and 3rd one-year faculty members for summative evaluation for 2022 and review APPDP objectives for 2023.
 - (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 2023 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 24 – 25: Thanksgiving Holiday (no classes)
- 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:

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

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, 2023, of the college’s intent to non-reappoint the faculty member for the 2023-24 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 2023 (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, 2023).

(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 9: 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

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

GOVERNANCE COMMITTEES

- | | |
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| August 22, 2022 | Each Governance Committee to schedule a session to orient new committee members. |
| September 14, 2022 | 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 3, 2022 | The PAPC Chair consolidates all committee charges and publishes them on the TCC website. |
| January 31, 2023 | 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, 2023 | Governance information brochure sent to TCC_ALL. |
| March 15, 2023 | Each Governance Committee Chair sends the PAPC Chair a list of membership openings. |
| March 15, 2023 | 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, 2023
(or ASAP thereafter) | All Governance Committees hold their elections for general membership per the election procedures. |
| April 14, 2023 | Each Governance Committee Chair completes membership elections and submits a complete roster of members for the upcoming year to the PAPC. |
| May 1, 2023 | Governance Committee Chairs send a list of new officers for the upcoming year to the PAPC. If a Committee fails to report new |

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

officers to the PAPC, the PAPC chair will contact the committee members, solicit volunteers for officers, and hold electronic elections if necessary.

May 1, 2023

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, 2023

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

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

US DOE PERKINS GRANT

Late June – Early July 2022	FY 2023 Perkins Plan approved by VCCS and notification sent to TCC
Mid July 2022	VCCS loads first budget allocation of FY 2023 Perkins Plan into OMEGA
December 2022	Mid-Year Perkins report due to VP for Academic Affairs
Jan-Feb 2023	Mandatory statewide Perkins meeting
March 2023	Draft of FY 2024 Perkins Plan completed for VP and academic dean input
April 2023	Perkins Plan presented to President’s Cabinet for final approval
May 12, 2023	FY 2024 Perkins Plan uploaded into VDOE OMEGA system
June 30, 2023	All FY 2023 Perkins purchases received and paid
July 31, 2023	Final reimbursement due to VCCS for FY 2023 Perkins Plan

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

PROGRAM ADVISORY COMMITTEES (PACs)

Fall 2022	Program Heads schedule or hold Program Advisory Committee meeting.
January 2023	
Late March 2023	Academic Deans submit proposed PAC members to Office of the VP for Academic Affairs.
May 2023	Academic Year 2023 Committee members complete program evaluation.
May 2023	TCC Board approves proposed new Program Advisory Committee members for academic year 2023-24.
Late May 2023	Program Heads post approved PAC members on website(s).

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

TEACHING FACULTY OVERLOAD

Summer 2022 session

July 11, 2022 Faculty overload forms for Summer 2022 due to the Office of the Vice President for Academic Affairs.

Fall 2022 semester and Spring 2023 semester

March 10, 2023 Faculty overload forms for Fall 2022 and Spring 2023 due to the Office of the Vice President for Academic Affairs.

Summer 2023 session

July 10, 2023 Faculty overload forms for Summer 2023 due to the Office of the Vice President for Academic Affairs.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

TEACHING FACULTY REASSIGNED TIME

Academic Year 2022-23

May 2, 2022 Reassigned time allocations for Academic Year 2022-23 sent to academic deans from the Office of the Vice President for Academic Affairs.

May 9, 2022 Reassigned Time request forms for Academic Year 2022-23 (Summer 2022, Fall 2022, Spring 2023) due to the Office of the Vice President for Academic Affairs.

Academic Year 2023-24

May 1, 2023 Reassigned time allocations for Academic Year 2023-24 sent to academic deans from the Office of the Vice President for Academic Affairs.

May 8, 2023 Reassigned Time request forms for Academic Year 2023-24 (Summer 2023, Fall 2023, Spring 2024) due to the Office of the Vice President for Academic Affairs.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

TEXTBOOK/COURSE MATERIALS ADOPTION

March 15, 2022	Summer 2022 credit course textbooks and course materials adoptions due to Barnes & Noble.
April 15, 2022	Fall 2022 credit course textbooks and course materials adoptions due to Barnes & Noble.
October 15, 2022	Spring 2023 credit course textbooks and course materials adoptions due to Barnes & Noble.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

DEPARTMENT GOALS AND EVALUATIONS ANNUAL PLANNING

July-August 2022	Administrative and division 2022-2023 goals due to OIE via annual planning surveys.
August-September 2022	Presidential review with Chancellor.
September 2022	Finalized Chancellor's Annual Goals Due.
February 2023	Targeted/requested mid-year reports due to OIE.
June-July 2023	Administrative and division 2022-2023 end-of-year reports due to OIE via the Annual Planning Survey tool.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

FISCAL YEAR BUDGET DEVELOPMENT PROCESS

November 1, 2022	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, 2022	Academic Deans submit written requests for full-time teaching faculty positions to fill to Office of the Vice President for Academic Affairs.
December 1, 2022	2023-24 Faculty Staffing Plan presented to President's Cabinet for approval.
February-March 2023	Unfunded Budget Priorities Due.
March-May 2023	Budget Workgroup Meetings.
Summer 2023	Fiscal Year Budget Finalized.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

PERFORMANCE-BASED FUNDING INDICATORS ASSESSMENT CYCLE

June-July 2022	OIE Reports to President's Cabinet on 2021-2022 results.
	ACADEMIC PROGRAM REACCREDITATION
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).

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

PROGRAM LEARNING OUTCOMES ASSESSMENT

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.
July-August 2022	Pathway Deans discuss results of 2021-2022 Reports with stakeholders to determine changes to purpose statements, measures, benchmarks, outcomes or action for improved student achievement.
August 15, 2022	Pathway Deans provide notification of any changes in purpose statements or learning outcomes to Coordinator of Outcomes Assessment in OIE.
August 2022-May 2023	Pathway Deans and program stakeholders implement planned improvement strategies, collect data, analyze results, and adjust as needed.
Dec 2022-Jan 2023	Pathway Deans lead stakeholders in conducting mid-year analysis of impact and effectiveness of program's improvement strategies.
May 2023-July 2023	Pathway Deans lead stakeholders in conducting end-of-year analysis of impact and effectiveness of program's improvement strategies.
June 1, 2023	2022-2023 Program Learning Outcome Assessment Reports due to OIE for review and approval.
August 1, 2023	Final 2022-2023 Program Learning Outcome Assessment Reports due to OIE.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

SEMESTER/TERM OIS REPORTING TO VCCS (CRT)

- August 12, 2022 Summer reporting due date to the VCCS. All credit student enrollments added into SIS after this date will not be officially counted and calculated in TCC's budget allocation.
- December 9, 2022 Fall reporting due date to the VCCS. All credit student enrollments added into SIS after this date will not be officially counted and calculated in TCC's budget allocation.
- May 12, 2023 Spring reporting due date to the VCCS. All credit student enrollments added into SIS after this date will not be officially counted and calculated in TCC's budget allocation.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

STRATEGIC PLANNING, ASSESSMENT, AND IMPLEMENTATION CYCLE

May 2022	Strategic Plan Management & Coordination Committee (SPMCC) receives charges and launches.
July 1, 2021	Innovate 2026 Launches.
July-August 2022	Division Goals supporting Innovate 2026 due to OIE via Annual Planning Surveys.
June-July 2023	End-of-year reports for Divisions and Pathways are due to OIE via the Annual Planning Survey tool.
June-July 2023	Strategic Plan Annual Report including assessment of achievements and next steps completed by SPMCC.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

SACSCOC SUBSTANTIVE CHANGES

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|-------------------|--|
| July 1, 2022 | Submission deadline to SACSCOC for substantive change(s) requiring Executive Council of the Board of Trustees approval for implementation in January 1 through June 30, 2023. |
| September 1, 2022 | Submission deadline to SACSCOC for substantive change(s) requiring the full Board of Trustees approval at their December 2022 meeting. |
| January 1, 2023 | Submission deadline to SACSCOC for substantive change(s) requiring Executive Council of the Board of Trustees approval for implementation in July 1 through December 31, 2023. |
| March 15, 2023 | Submission deadline to SACSCOC for substantive change(s) requiring the full Board of Trustees approval at their June 2023 meeting |
| July 1, 2023 | Submission deadline to SACSCOC for substantive change(s) requiring Executive Council of the Board of Trustees approval for implementation in January 1 through June 30, 2024. |

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2022 - 2023**

ACADEMIC CALENDAR

Fall 2022

August 2, 2022	Tuition Due
August 22	First Day of Class
November 8	Election Day (College open, no classes)

Spring 2023

December 12, 2022	Tuition Due
January 8, 2023	First Day of Class
January 16	Martin Luther King Day
March 5 – 12	Spring Break