

<b>2017-2018</b>	<b>SWTJC Institutional Effectiveness &amp; Planning Calendar</b>
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*This planning calendar is available on the Office of Planning and Institutional Research webpage - <http://inet4.swtjc.cc.tx.us/ir>. Any changes to this calendar will be reflected in the on-line version. Periodic review of the on-line version is advised.*

<b>August</b>	
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1-Aug	Staff Convocation - Uvalde
2-Aug	Staff Convocation - Eagle Pass
3-Aug	Staff Convocation - Del Rio
21-Aug	General Faculty Meeting
21-25-Aug	Convocation
23-Aug	Faculty Association Meeting
29-Aug	Dual Credit Adjunct Training

<b>September</b>	
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4-Sep	Service Operations Committee meeting
5-Sep	Division Chair Meetings
7-Sep	Faculty Association Meeting
12-Sep	Dean's Forum - Uvalde
12-Sep	Service Operation Forum - Eagle Pass
21-Sep	Curriculum Committee meeting
21-Sep	Faculty Association Meeting
21-Sep	SWTJC Board Meeting (7:00 PM Bluebonnet Room)

<b>October</b>	
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3-Oct	Service Operations Committee meeting
10-Oct	Division Chair Meetings
12-Oct	Faculty Association Meeting
19-Oct	Curriculum Committee meeting
17-Oct	Service Operation Forum - Del Rio
17-Oct	Dean's Forum - Eagle Pass
19-Oct	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
Oct 9 - Nov 3	Student Evaluations of Faculty Administered on-line

<b>November</b>	
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6-Nov	Service Operations Committee meeting
7-Nov	Division Chair Meetings
9-Nov	Faculty Association Meeting
16-Nov	Curriculum Committee meeting
TBA	Faculty Association Meeting
14-Nov	Dean's Forum - Del Rio
16-Nov	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
22-24-Nov	Thanksgiving Holiday

<b>December</b>	
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7-Dec	Curriculum Committee meeting
7-Dec	Faculty Association Meeting
5-Dec	Division Chair Meetings
14-Dec	Fall semester closes

<b>January</b>	
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9-Jan	General Faculty Meeting
9-12 Jan	Convocation
18-Jan	Curriculum Committee meeting
18-Jan	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
	Faculty Spring Classes, Spring Profile and Spring Load Sheet due - Professional Development
23-Jan	(Also Update Faculty Directory Information)

<b>February</b>	
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6-Feb	Service Operations Committee meeting
5-Feb	Begin budgeting process
6-Feb	Division Chair Meetings
9-Feb	Fall 2018 Schedule due from Division Chairs to Vice President
TBA	Faculty Association Meeting
13-Feb	Dean's Forum - Uvalde
13-Feb	Service Operation Forum - Eagle Pass
15-Feb	Curriculum Committee meeting
15-Feb	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
19-Feb	Budgets due to Deans/Directors

<b>March</b>	
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2-Mar	Changes to 2017-2018 Catalog due to Vice President
5-Mar	Division Chairs' Evaluation of Faculty and Class Visitation Check Sheet due in Deans - Professional Development
6-Mar	Service Operations Committee meeting
	Faculty Institutional Service Responsibilities, Student Service Responsibilities, Professional Growth, Self-Evaluation Form, and Professional Development Form
9-Mar	Spring Break
Mar 12-16	Spring Break
TBA	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
TBA	Division Chair Meetings
23-Mar	Division Chairs Sign Off on Faculty Professional Development Activities
20-Mar	Dean's Forum - Eagle Pass
20-Mar	Service Operation Forum - Del Rio
24-Mar	Curriculum Committee meeting
26-Mar	Deans Sign Off on Faculty Professional Development Activities

Mar 30-Apr 02	Easter Holiday
<b>April</b>	
2-Apr	Draft Unit Action Plans 2017-2018 – Special Budget Items due for Approval by Dean/VP (Instructional & Service Units)
3-Apr	Service Operations Committee meeting
17-Apr	Budgets due to Vice Presidents
10-Apr	Division Chair Meetings
TBA	Faculty Association Meeting
17-Apr	Dean's Forum - Del Rio
15-Apr	Curriculum Committee meeting
19-Apr	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
26-Apr	Budgets due to the President
<b>May</b>	
1-May	Service Operations Committee meeting
3-May	Curriculum Committee meeting
8-May	Division Chair Meetings
11-May	Spring Semester closes
13-May	Commencement
17-May	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
28-May	Use & Results for 2017-2018 Unit Action Plans Due – Instructional Units
28-May	2017-2018 Unit Action Plans Due – Instructional Units
28-May	Technical Program Outcomes Assessments Due
28-May	Core Curriculum Outcomes Assessments Due
29-May	Section II of Faculty Professional Development Activities for current fiscal year Due
<b>June</b>	
7-Jun	Service Operations Committee meeting
21-Jun	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
<b>July</b>	
2-Jul	Service Operations Committee meeting
19-Jul	SWTJC Board Meeting (7:00 PM Bluebonnet Room)
31-Jul	Key Function Assessments Due – Service Units
31-Jul	2017-2018 Unit Action Plans Due – Service Units
31-Jul	Use & Results for 2017-2018 Unit Action Plans Due – Service Units

Revised 01-10-18