

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
August 1, 2008	Associate Degree Nursing Program Pinning Ceremony - 7:00 p.m., Cherry Hall	Coordinator, Health Sciences; Director, Associate Degree Nursing; ADN Faculty
August 1, 2008	*COMPASS Entering Student Descriptive Report (for Spring Semester)	Dean, Student Development and Wallace Campus
August 1, 2008	Institutional Calendar 2008-09 Published	Director, Institutional Effectiveness
August 1, 2008	IPEDS Registration Opens	Director, Institutional Effectiveness
August 1, 2008	Pell/SEOG Checks Issued	Dean, Business Affairs; Business Office
August 1, 2008	Performance Appraisals of Deans	President
August 1, 2008	Placement Score Reports Due to Local Superintendent	Dean, Student Development and Wallace Campus
August 1, 2008	Practical Nursing Program Pinning Ceremony (Wallace Campus/Sparks Campus/Fort Rucker Center) 5:00 p.m., Cherry Hall	Coordinator, Health Sciences; Director, Practical Nursing; Practical Nursing Faculty
August 1, 2008	Update Important Student Dates on Web Calendar	Dean, Student Affairs and Sparks Campus
August 4 - 5, 2008	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
August 4, 2008	LRC Director's Council Meeting	Director, LRC System
August 4, 2008	Pre-Orientation (Wallace Campus) - 7:45 a.m.	Assistant Dean, Student Affairs
August 4, 2008	Request for Spring Class Schedule Information Submitted to Deans/Others	Director, Public Relations and Marketing
August 4, 2008	State Board of Education Work Session	President

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
August 5, 2008	Off-campus Visit Reports for June Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
August 6 - 15, 2008	Student and Faculty Holidays - No Classes	
August 10, 2008	Fall Practice Start Date	Director, Athletics
August 13, 2008	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
August 13, 2008	Sparks Campus (SC) Foundation Meeting	Dean, Institutional Advancement
August 15, 2008	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
August 15, 2008	Pre-orientation (Wallace Campus)—4:45 p.m.	Assistant Dean, Student Affairs
August 15, 2008	Purchase Order Cutoff for Federal Programs	Dean, Business Affairs; Director, Accounting and Finance; Business Office
August 15, 2008	Records Disposition Authority (RDA) Annual Implementation Report	Assistant Dean, Student Affairs
August 15, 2008	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
August 18 - 20, 2008	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
August 18, 2008	Contracts for Full-time Instructional Personnel	Director, Human Resources; Payroll Coordinator
August 18, 2008	LRC Staff Meeting	Director, LRC System

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
August 18, 2008	Spring Class Schedule Information (Other than Course Listings) Submitted to Director, Public Relations and Marketing	All Deans and Directors
August 19, 2008	Practical Nursing Program Self-study Due to NLNAC	Coordinator, Health Sciences; Director, Practical Nursing; Practical Nursing Faculty
August, 21 - 22, 2008	Registration for Fall Semester	Dean, Student Affairs and Sparks Campus
August 21 - 28, 2008	Enrollment Statistics and Facts Sheets	Director, Institutional Effectiveness
August 25 - 26, 2008	Drop/Add Period and Late Registration	Dean, Student Affairs and Sparks Campus
August 25, 2008	Audit of Personnel Files to Ensure Annual Personnel Evaluations Completed and on File	Director, Human Resources
August 25, 2008	Fall Semester Classes Begin	Instructional Staff
August 25, 2008	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
August 27, 2008	Administrative Council Meeting	President
August 28, 2008	State Board of Education Meeting	President
August 29, 2008	Contracts for Full-time Non-instructional Personnel	Director, Human Resources; Payroll Coordinator
August 29, 2008	*Developmental Program Semester Report (for Summer Term)	Developmental Instructors; Dean, Academic Affairs and Health Science
August 29, 2008	End of TRIO Grant Year	TRIO Directors
August 29, 2008	Final Academic Inventory Mailed to DPE	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
August 29, 2008	Plan for Program Outcomes Assessment (2007-2008)	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
August 30, 2008	College Plan for Career Technical Education and Perkins Basic Grant Budget Due to DPE and SDE	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
August 30, 2008	Purchase Order Cutoff for Departmental Budgets	Dean, Business Affairs; Director, Accounting and Finance; Business Office
September	National Library Card Sign-up Month	Director, LRC System
September (TBA)	ACHE Preliminary 2008-2009 Fall Enrollment Report Due to DPE	Director, Institutional Effectiveness
September (TBA)	Compiled List of Unauthorized Advisees Due to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction	Director, Institutional Effectiveness
September (TBA)	Facilities Master Plan Due to DPE	Dean, Business Affairs
September (TBA)	Institutional Management Plan sent by DPE	Director, Institutional Effectiveness
September (TBA)	Summer 2008 Verification Due (PERS)	Director, Institutional Effectiveness
September (TBA)	Report of Compliance Re: Uniform Guidelines Due to DPE	Director, Human Resources
September 1, 2008	Labor Day Holiday - College Closed	
September 2 - 5, 2008	ALACRAO College Day Programs	Recruiters
September 2, 2008	G.I. Party (Meet and Greet), Rucker Center	Fort Director, Student Activities

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
September 2, 2008	Physical Therapist Assistant Program CAPTE Progress Report Due	Director, Physical Therapist Assistant Program, Division Director, Allied Health, and Coordinator, Health Sciences
September 2, 2008	Spring Schedule Proposals Due to Division Directors	Discipline Chairpersons
September 3 - 5, 2008	Alabama Workforce Development Conference	
September 3, 2008	G.I. Party (Meet and Greet), Wallace Campus	Director, Student Activities
September 3, 2008	IPEDS Institutional Characteristics, 12 Month Enrollment, Completions, Fall Collection OPENS	Director, Institutional Effectiveness; Assistant Dean, Student Affairs; Dean, Business Affairs; Supervisor, Accounting and Finance; Dean, Academic Affairs and Health Sciences; Director, LRC System
September 4, 2008	Correctional Facilities Graduations	Dean, Student Affairs and Sparks Campus
September 8, 2008	G.I. Party (Meet and Greet), Sparks Campus	Director, Student Activities
September 8, 2008	LRC Director's Council Meeting	Director, LRC System
September 8, 2008	Pell/SEOG Checks Issued	Supervisor, Accounting and Finance; Business Office; Financial Aid
September 9, 2008	PTK Induction, Dothan Campus	Director, Student Activities
September 9, 2008	Spring Class Schedule Proposal to Instructional Coordinators	Division Directors
September 9, 2008	WCC Foundation Board Meeting	Dean, Institutional Advancement

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
September 10, 2008	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
September 10, 2008	Facts Sheet Published	Director, Institutional Effectiveness
September 11, 2008	SGA Induction, Dothan Campus	Director, Student Activities
September 11, 2008	State Board of Education Work Session	President
September 15, 2008	2007-2008 Summer Term Final PERS Data Due to DPE	Director, Institutional Effectiveness
September 15, 2008	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
September 17 - 20, 2008	Annual Council for Opportunity in Education Conference, Washington D.C.	TRIO Directors
September 17, 2008	*Survey of Program Quality (Implemented with Intent to Graduate Form for Spring Term) Created and Given to Student Affairs for Distribution to Students	Director, Institutional Effectiveness
September 17, 2008	Spring Class Schedule Downloaded and Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
September 17, 2008	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
September 18, 2008	Constitution Day/Voter Registration Drive, All Campuses	Director, Student Activities
September 19, 2008	CoARC Annual Report for Respiratory Therapist Program	Director, Respiratory Therapist Program, Division Director Allied Health
September 22, 2008	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
September 24, 2008	Administrative Council Meeting	President
September 24, 2008	Proof of Spring Class Schedule Submitted to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction	Director, Public Relations and Marketing
September 24, 2008	SGA Induction, Sparks Campus	Director, Student Activities
September 25 - 26, 2008	Alabama College System Deans of Student Affairs Association Fall Conference	Dean, Student Affairs and Sparks Campus; Dean, Student Development and Wallace Campus
September 25, 2008	State Board of Education Meeting	President
September 26, 2008	Career Technical Certification Data for Programs (DPE 29 Form)	Dean, Career Technical Instruction
September 26, 2008	Invoice Cutoff for all Fiscal Year Payments	Dean, Business Affairs; Director, Accounting and Finance; Business Office
September 26, 2008	Revised Program Advisory/Discipline Committee Membership Rosters Due to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction	Discipline Committee Chairpersons; Program Directors
September 30, 2008	Comprehensive Program Review Teams Appointed and Oriented	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
September 30, 2008	End of Fiscal Year	Dean, Business Affairs; Director, Accounting and Finance; Business Office
September 30, 2008	LRC System Value Added Report	Director, LRC System
September 30, 2008	Revisions of Spring Class Schedule Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
September 30, 2008	Compiled List of Unauthorized Advisees Due to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction	Director, Physical Therapist Assistant Program
October	Physical Therapy Month	Director, Physical Therapist Assistant Program
October (TBA)	AAEOPP-MAEOPP Conference (Jackson, MS) Note: May be Changed to One Day AAEOPP Spring Conference Pending Vote.	TRIO Directors
October (TBA)	*COMPASS Entering Student Descriptive Report (for Fall Semester)	Dean, Student Development and Wallace Campus
October (TBA)	*LRC System Student Survey Disseminated to Students	Director, LRC System
October (TBA)	<i>Perspectives</i> Delivered to Printer and Disseminated	Director, Public Relations and Marketing
October 1 - 3, 2008	Alabama College System Human Resources Association Fall Diversity Conference	Director, Human Resources; President
October 1, 2008	*Certification/Licensure Performance Report (for Summer 07, Fall 07, Spring 08 Terms): Associate Degree Nursing, Emergency Medical Services-Basic, Emergency Medical Services-Paramedic, Medical Assisting, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, Respiratory Therapist	Coordinator, Health Sciences; Program Directors
October 1, 2008	ACCC Membership Renewal Form Application and Dues Deadline	Director, Athletics
October 1, 2008	FISAP Report Due to USDE	Director, Financial Aid
October 1, 2008	IPEDS (Fall Collection Closes for Keyholder Data Entry)	Director, Institutional Effectiveness; Assistant Dean, Student Affairs

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
October 1, 2008	LRC System Newsletter Published	Director, LRC System; Librarians
October 1, 2008	Speak Out, Dothan Campus	Director, Student Activities
October 3, 2008	Off-Campus Visit Reports for August and September Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
October 5, 2008	GED Graduation	Director, Adult Education
October 6, 2008	Facilities Master Plan due to ACHE	Dean, Business Affairs
October 6, 2008	LRC Director Council Meeting	Director, LRC System
October 7, 2008	High School Directory Compiled and Disseminated	Coordinator, Student Services
October 8, 2008	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
October 8, 2008	Revised Spring Class Schedule Submitted to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction for Final Review	Director, Public Relations and Marketing
October 8, 2008	Speak Out, Sparks Campus	Director, Student Activities
October 9, 2008	State Board of Education Work Session	President
October 10, 2008	Campus Crime Statistics Disclosure Report Due to DPE	Dean, Student Development and Wallace Campus
October 14 - 17, 2008	Alabama Association of Student Financial Aid Administrators Fall Conference (AASFAA) (Florence, AL)	Director, Financial Aid
October 15, 2008	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
October 15, 2008	Final Revisions of Spring Class Schedule Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
October 15, 2008	IPEDS (Fall Collection Closes for Institutions, Deadline for Keyholder Lock)	Director, Institutional Effectiveness; Assistant Dean, Student Affairs
October 16, 2008	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
October 17, 2008	Mid-term (End of 1st Mini-term; Registration for 2nd Mini-term)	Faculty; Academic Affairs Staff; Student Affairs Staff
October 17, 2008	Counselor's Workshop (Campus TBA)	Recruiters
October 17, 2008	Intents to Graduate Due - Spring Term	Faculty; Students
October 19 - 25, 2008	National Respiratory Care Week	Director, Respiratory Therapist Program
October 20 - 21, 2008	Drop/Add Period 2nd Min-term and Late Registration	Faculty; Academic Affairs Staff; Student Affairs Staff
October 20, 2008	2nd Mini-term Classes Begins	Faculty; Academic Affairs Staff; Student Affairs Staff
October 20 - 24, 2008	National Medical Assistants' Week	Director, Medical Assisting Program
October 20 - 24, 2008	Course/Faculty Evaluation Survey Instruments to the Dean, Academic Affairs and Health Sciences and the Dean, Career Technical Instruction	Director, Institutional Effectiveness
October 20, 2008	*LRC System Faculty/Staff Survey Created and Disseminated Via E-mail <i>and</i> Student Survey Created and Disseminated to Director, LRC System	Director, Institutional Effectiveness
October 20, 2008	Adult Education Quarterly Report to DPE	Director, Adult Education

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
October 20, 2008	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
October 21 - 23, 2008	NLNAC Site Visit for Practical Nursing Reaccreditation	Dean, Academic Affairs & Health Sciences; Coordinator, Health Sciences; Director, Practical Nursing
October 21, 2008	Proof of Spring Class Schedule Submitted to Executive Assistant to the President and Dean, Institutional Effectiveness	Director, Public Relations and Marketing
October 22, 2008	Administrative Council Meeting	President
October 22, 2008	October Fest, Sparks Campus	Director, Student Activities
October 23, 2008	State Board of Education Meeting and Work Session	President
October 24, 2008	Counselor's Workshop (Campus TBA)	Recruiters
October 24, 2008	Course/Faculty Evaluations Completed by Students for All Faculty	Dean, Academic Affairs and Health Sciences; Faculty; Division Directors
October 24, 2008	Spring Class Schedule Delivered to Printer	Director, Public Relations and Marketing
October 28, 2008	Joint Career/Technical Program Advisory Committee Meetings- Wallace and Sparks Campuses	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction; Faculty; Instructional Coordinators
October 28, 2008	October Fest, Fort Rucker Center	Director, Student Activities
October 29, 2008	October Fest, Wallace Campus	Director, Student Activities
October 29, 2008	IPEDS (Fall Collection Closes for Coordinators; Final Lock)	Director, Institutional Effectiveness; Assistant Dean, Student Affairs

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
October 30 - 31, 2008	College Overview Workshop, Wheelless Auditorium, Wallace Campus	Staff Development - Overall Team
October 31 - November 8, 2008	National Peanut Festival	
October 31, 2008	2007-2008 <i>WCC Fact Book</i> Published	Director, Institutional Effectiveness
October 31, 2008	Career Technical Performance Report Due to DPE	Dean, Career Technical Instruction
October 31, 2008	Deadline for Advisors to Meet with Unauthorized Advisees (Web Registration)	Dean, Student Affairs and Sparks Campus; Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
October 31, 2008	Financial Statement Due to DPE	Supervisor, Accounting and Finance
October 31, 2008	Pell/SEOG Checks Issued	Supervisor, Accounting and Finance; Business Office
November (TBA)	AAMAE Annual Report for Medical Assisting	Director, Medical Assisting
November (TBA)	ACHE - Inventory by Space Category Parts IA, IB, IC; Land Inventory	Director, Institutional Effectiveness
November (TBA)	<i>Institutional Management Plan</i> Due to DPE	Director, Institutional Effectiveness; Dean, Career Technical Instruction
November (TBA)	Workforce Development Course Plans Submitted for Proof	Coordinator, Workforce Development
November 2 - 8, 2008	National Radiologic Technology Week	Director, Radiology Technology
November 3, 2008	LRC Directors Council Meeting	LRC System Director

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November 3, 2008	Off-campus Visit Reports for October Due to Dean, Career Technical Instruction; Dean, Academic Affairs and Health Sciences	Faculty
November 4, 2008	Spring Class Schedule Delivered to Campuses and Sites	Director, Public Relations and Marketing
November 5, 2008	Book Fair, Dothan Campus	Director, Student Activities
November 6, 2008	On-campus Pre-registration for Returning Students (Special Populations and Graduates)	Dean, Student Affairs and Sparks Campus; Faculty Advisors
November 6, 2008	Web Registration Opens at 7:00 p.m.	MIS Department
November 7, 2008	Associate Degree Nursing & Practical Nursing Annual Report Due to Alabama Board of Nursing	Directors, Associate Degree Nursing, Practical Nursing
November 7, 2008	Minutes of Program Advisory/Discipline Committee Fall Semester Meetings Due to Dean, Academic Affairs and Health Sciences or Dean, Career Technical Instruction	Discipline Committee Chairpersons; Program Directors
November 11 - 14, 2008	State VA Conference (Lake Guntersville, AL)	Director, Financial Aid
November 11, 2008	Veterans Day Holiday - College Closed	
November 12, 2008	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
November 12, 2008	Sparks Campus (SC) Foundation Meeting	Dean, Institutional Advancement
November 13 - 14, 2008	On-campus Pre-registration for Returning Students (All Others)	Dean, Student Affairs and Sparks Campus

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
November 13, 2008	State Board of Education Meeting and Work Session	President
November 15, 2008	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
November 15, 2008	MAERB AAME Annual Report for Medical Assisting	Director, Medical Assisting Program; Director, Allied Health
November 15, 2008	NLNAC Annual Report	Coordinator, Health Sciences Directors, Associate Degree Nursing and Practical Nursing
November 17 - 21, 2008	International Education Week	
November 17, 2008	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
November 17, 2008	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
November 23 - 25, 2008	2008 ACA Conference, Renaissance Riverchase Plaza Hotel, Mobile, AL	
November 23, 2008	Alabama College System Deans of Student Affairs Association Fall Meeting (In Conjunction with ACA)	Dean, Student Affairs and Sparks Campus
November 24 - 26, 2008	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
November 24, 2008	Alabama College System Instructional Officers Association Fall Meeting (In Conjunction with ACA)	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
November 24, 2008	Spring Class Schedule Delivered to Recruiting Racks	Recruiters
November 26, 2008	Administrative Council Meeting	President
November 27 - 28, 2008	Thanksgiving Holidays - College Closed	

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
November 28, 2008	Final Date to Reconcile Finances - TRIO	TRIO Directors
November 28, 2008	TRIO Annual Performance Report Due to USDE	TRIO Directors
December (TBA)	SACS Annual Conference (New Orleans, LA)	
December (TBA)	SACS Institutional Profile for General Information and Fall Enrollment Data Distributed by COC	Director, Institutional Effectiveness
December (TBA)	Workforce Development Spring Semester Course Schedules Available	Coordinator, Workforce Development
December 1, 2008	LRC Director Council Meeting	Director, LRC System
December 1, 2008	Off-campus Visit Reports for November Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
December 1, 2008	Physical Therapist Assistant Annual Accreditation Report Due	Director, Physical Therapist Assistant Program; Division Director, Allied Health; Coordinator, Health Services
December 1, 2008	Pre-orientation (Wallace Campus) 4:45 p.m.	Assistant Dean, Student Affairs; Coordinator, Student Services
December 2, 2008	WCC Foundation Meeting	Dean, Institutional Advancement
December 2-5, 2008	Student Financial Aid Conference (SFA) Las Vegas, Nevada	Director, Financial Aid
December 3, 2008	Deck the Holidays, Sparks Campus	Director, Student Activities

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
December 3, 2008	IPEDS Institutional Characteristics, Institutional Pricing, Completions Data Winter Collection OPENS	Director, Institutional Effectiveness; Dean, Business Affairs; Supervisor, Accounting and Finance; Dean, Academic Affairs and Health Sciences; Director, LRC System; Director, Human Resources
December 4 - 6, 2008	<i>Glass Menagerie</i> , presented in Bencze Theatre, Cherry Hall, 7:30 p.m.	Division Director, Fine Arts
December 5, 2008	Pre-orientation (Wallace Campus) 7:45 a.m.	Assistant Dean, Student Affairs; Coordinator, Student Services
December 8, 2008	Request for Summer Class Schedule Information Submitted to Deans/Others	Director, Public Relations and Marketing
December 9, 2008	Deck the Halls, Fort Rucker Center	Director, Student Activities
December 10, 2008	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
December 10, 2008	Deck the Holidays, Wallace Campus	Director, Student Activities
December 10, 2008	Summer 2008 Schedule Proposals Due to Division Directors	Discipline Committee Chairpersons
December 11, 2008	State Board of Education Meeting	President
December 11, 2008	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
December 12, 2008	*Compiled Course Faculty Evaluations by Students Returned to Dean, Academic Affairs and Allied Health Sciences; and Dean, Career Technical Instruction	Director, Institutional Effectiveness
December 12, 2008	Pre-Orientation (Sparks Campus) 8:00 a.m.	Coordinator, Student Services

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
December 15, 2008	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
December 15, 2008	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
December 15 - 19, 2008	Fall Semester Final Exams	Faculty
December 16, 2008	Administrative Council Meeting	President
December 19, 2008	End of Fall Semester	Faculty
December 19, 2008	Pell/SEOG Checks Issued	Supervisor, Accounting and Finance; Business Office
December 19, 2008	Respiratory Therapist Recognition Ceremony - 3:30 p.m., Cherry Hall	Division Director, Allied Health; Director, Respiratory Therapist Program
December 19, 2008	Associate Degree Nursing Pinning Ceremony - 5:00 p.m., Cherry Hall	Coordinator, Health Sciences; Directors, Associate Degree Nursing and Practical Nursing
December 19, 2008	Practical Nursing Program Pinning Ceremony, Wallace Campus/Sparks Campus/Fort Rucker Center, - 7:00 p.m., Cherry Hall	Coordinator, Health Sciences; Practical Nursing Director
December 22 - 23, 2008	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
December 24 - January 2, 2008	Christmas/New Year's Holidays College Closed	
December 24 - January 6, 2008	Faculty and Student Holidays	
January	National Book Month	

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
January (TBA)	*Certification Licensure Performance Report for Cosmetology	Cosmetology Instructors; Dean, Career Technical Instruction
January (TBA)	Compiled List of Unauthorized Advisees Due to Dean, Academic Affairs and Health Sciences, and Dean, Career Technical Instruction	Director, Institutional Effectiveness
January (TBA)	*Evaluation of Facilities Operation and Maintenance, Equipment, and Supplies	Dean, Business Affairs; Director, Institutional Effectiveness
January (TBA)	Mardi Gras, Dothan Campus	Director, Student Activities
January (TBA)	Mardi Gras, Sparks Campus	Director, Student Activities
January (TBA)	SACS Institutional Profile for General Information and Fall Enrollment Data Due to COC	Director, Institutional Effectiveness
January 5, 2009	LRC Director's Council Meeting	LRC System Director
January 5, 2009	LRC Staff Meeting	Director, LRC System
January 5, 2009	Request for Catalog Information Submitted to Deans/Others	Director, Public Relations and Marketing
January 7 - 9, 2009	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
January 7, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
January 7, 2009	IPEDS (Winter Collection Closes for Keyholder Data Entry)	Director, Institutional Effectiveness; Dean, Business Affairs; Supervisor, Accounting and Finance; Dean, Academic Affairs and Health Sciences; Director, LRC System; Director, Human Resources
January 8, 2009	State Board of Education Work Session	President

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
January 9, 2009	Deadline to Pay Tuition, 12:00 noon	Dean, Student Affairs and Sparks Campus
January 9, 2009	Summer Class Schedule Information (Other than Course Listings) Submitted to Director, Public Relations and Marketing	All Deans and Directors
January 12 - 13, 2009	Registration for Spring Semester	Dean, Student Affairs and Sparks Campus
January 12 - 16, 2009	Enrollment Statistics and Facts Sheets	Director, Institutional Effectiveness
January 12, 2009	Off-campus Visit Reports for December Due to Dean, Career Technical Instruction; Dean, Academic Affairs and Health Sciences	Faculty
January 14 - 15, 2009	Drop/Add Period Late Registration/Late Fee	Dean, Student Affairs and Sparks Campus
January 14, 2009	Spring Semester Classes Begin	
January 14, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
January 15, 2009	2008-2009 Fall Term Final PERS DAX Data Due to DPE	Director, Institutional Effectiveness
January 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
January 15, 2009	Baseball and Softball Questionnaire Deadline for NJCAA	Director, Athletics
January 15, 2009	Baseball and Softball Signing Date	Director, Athletics
January 15, 2009	Summer Class Schedule Proposal Due to Instructional Coordinators	Division Directors
January 19, 2009	2009-2010 Catalog Bid Submitted to Business Office for Mailing	Director, Public Relations and Marketing

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
January 19, 2009	Martin Luther King, Jr., Holiday College Closed	
January 20, 2009	Adult Education Quarterly Report to DPE	Director, Adult Education
January 20, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
January 21, 2009	IPEDS (Winter Collection Closes for Institutions; Deadline for Keyholder Lock)	Director, Institutional Effectiveness; Dean, Business Affairs; Supervisor, Accounting and Finance; Dean, Academic Affairs and Health Sciences; Director, LRC System; Director, Human Resources
January 22, 2009	State Board of Education Meeting	President
January 23, 2009	*Studies of Grading Practices and Distribution (General Education/Major Field of Study) (for Fall Semester)	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
January 23, 2009	Summer Class Schedule Downloaded and Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
January 23, 2009	WCC Scholars Bowl (Local)	Recruiters
January 24 - 28, 2009	SAEOPP Conference (Memphis, TN)	Trio Directors
January 27, 2009	Facts Sheet Published	Director, Institutional Effectiveness
January 27, 2009	General Catalog Information (Other than Courses) Submitted to Director, Public Relations and Marketing	As Assigned by Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
January 27, 2009	Pell/SEOG Checks Issued	Supervisor, Accounting and Finance; Business Office
January 28, 2009	Administrative Council Meeting	President

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
January 29, 2009	*Developmental Program Semester Report (for Fall Semester)	Dean, Academic Affairs and Health Sciences; Developmental Instructors
January 30, 2009	*Survey of Program Quality (Implemented with Intent to Graduate Form for Summer Term) Created and Given to Student Affairs for Distribution to Students	Director, Institutional Effectiveness
January 30, 2009	Program and Course Revisions for 2008-2009 Catalog Submitted to Dean, Academic Affairs and Health Sciences and Dean of Career Technical Programs	As Assigned by Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
January 30, 2009	Youth Summit (For Boys)	Workforce Development; Career Summit Committee; Recruiters
February	Black History Month	
February	Career and Technical Education Month	
February (TBA)	Black History Month Dedication, Dothan Campus	Director, Student Activities
February (TBA)	Black History Month Dedication, Sparks Campus	Director, Student Activities
February (TBA)	Distance Education and Off-campus Programs/Coursework Survey Due to SACS	Director, Institutional Effectiveness
February (TBA)	Valentine's Day Celebration, Fort Rucker	Director, Student Activities
February (TBA)	Valentine's Day Celebration, Dothan	Director, Student Activities
February (TBA)	Valentine's Day Celebration, Sparks	Director, Student Activities

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
February (TBA)	Volunteer Readiness to Read, Dothan Campus	Director, Student Activities
February 2, 2009	*Institutional Services Survey	Director, Institutional Effectiveness
February 2, 2009	LRC Director's Council Meeting	Director, LRC System
February 2, 2009	LRC Staff Meeting	Director, LRC System
February 2, 2009	Off-campus Visit Reports for January Due to Dean, Career Technical Instruction; Dean, Academic Affairs and Health Sciences	Faculty
February 4, 2009	IPEDS (Winter Collection Closes for Coordinators; Final Lock)	Director, Institutional Effectiveness; Dean, Business Affairs; Supervisor, Accounting and Finance; Dean, Academic Affairs and Health Sciences; Director, LRC System; Director, Human Resources
February 5 - 6, 2009	College Overview Workshop, Bevill Center Media Room, Sparks Campus	Staff Development - Overall
February 5, 2009 Tentative	Deans of Students Meeting	Dean, Student Affairs and Sparks Campus; Dean, Student Development and Wallace Campus
February 6, 2009	Proof of Summer Class Schedule Submitted to Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction	Director, Public Relations and Marketing
February 6, 2009	Youth Summit (For Girls)	Workforce Development; Career Summit Committee; Recruiters
February 7 - 11, 2009	Southern Association of Collegiate Registrars and Admissions Officers Annual Meeting – SACRAO (New Orleans, LA)	Assistant Dean, Student Affairs

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
February 8 - 11, 2009	Southern Association of Student Financial Aid Administrators Annual Conference (Myrtle Beach, SC)	Director, Financial Aid
February 11, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
February 11, 2009	Sparks Campus (SC) Foundation Meeting	Dean, Institutional Advancement
February 11, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
February 12, 2009	State Board of Education Work Session	President
February 13, 2009	Revisions of Summer Class Schedule Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
February 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
February 15, 2009	Emergency Medical Services Annual Report Due	Director, Emergency Medical Services; Division Director, Allied Health
February 16-20, 2009	*Student Services Survey Created and Distributed to Dean of Student Affairs for Approval	Director, Institutional Effectiveness
February 18, 2009	Revised Summer Class Schedule Submitted to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction for Final Review	Director, Public Relations and Marketing
February 20, 2009	State Scholars' Bowl	Recruiters
February 23, 2009	Compiled List of Unauthorized Advises Due to Dean, Academic Affairs and Health Sciences, and Dean, Career Technical Institution	Director, Institutional Effectiveness

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
February 23, 2009	*Student Services Evaluation distributed to students	Dean, Student Affairs and Sparks Campus; Director, Institutional Effectiveness
February 23, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
February 25, 2009	Administrative Council Meeting	President
February 25, 2009	Final Revisions of Summer Class Schedule Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
February 26, 2009	State Board of Education Meeting	President
February 27, 2009	2008-2009 Catalog Information Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction; Dean, Student Affairs and Sparks Campus
February 27, 2009	Math Olympiad	Director, Math & Computer Information Science Division
March (TBA)	Departmental Budget Planning - Due to Business Office by April 30, 2008	Director, Accounting and Finance
March (TBA)	Off-campus Form Due to DPE	Dean, Academic Affairs and Health Sciences
March (TBA)	Revised Catalog Information Submitted to Director of Public Relations and Marketing	Director, LRC System; Librarians
March (TBA)	Site Request Forms Due to DPE	Dean, Academic Affairs and Health Sciences
March (TBA)	Spring Break Out, Dothan	Director, Student Activities
March (TBA)	Spring Break Out, Sparks	Director, Student Activities

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
March 1 - 4, 2009	American Association of Collegiate Registrars and Admission Officers (AACRAO), (Chicago, IL)	Assistant Dean, Student Affairs
March 1, 2009	Radiologic Technology Program JRCERT Annual Report	Director, Radiologic Technology; Coordinator, Health Services
March 2 - April 30, 2009	Unit-level Planning Activities; All Planning Forms Due to Functional-level Planning Team Leaders (Deans) by April 30, 2009	Unit-Level Planning Team Leaders; Director, Institutional Effectiveness
March 2, 2009	LRC Director's Council Meeting	Director, LRC System
March 2, 2009	LRC System Newsletter Published	Director, LRC System; Librarians
March 2, 2009	Off-campus Visit Reports for February Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
March 3, 2009	Proof of Summer Class Schedule Submitted to Executive Assistant to the President and Dean, Legal and Human Resources	Director, Public Relations and Marketing
March 3, 2009	WCC Foundation Meeting	Dean, Institutional Advancement
March 4, 2009	College/Career Fair (Dothan Regional College Day)	Recruiters
March 4, 2009	IPEDS Spring Collection OPENS (Student Financial Aid; Fall Enrollment; Finance; Graduation Rates)	Director, Institutional Effectiveness; Assistant Dean, Student Affairs; Director, Financial Aid; Supervisor, Accounting and Finance
March 4, 2009	WCC College Fair	Recruiters
March 4, 2009	Youth Leadership Dothan Education/Personal Development Day	Dean, Student Development; Assistant Dean, Student Affairs

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
March 5, 2009	Draft Catalog to Deans	Director, Public Relations and Marketing
March 9, 2009	Summer Class Schedule Delivered to Printer	Director, Public Relations and Marketing
March 9, 2009	Mid-term (End of 1st Mini-term; Registration for 2nd Mini-term)	Faculty; Academic Affairs Staff
March 10, 2009	Intents to Graduate Due – Summer Term	Faculty; Students
March 10 - 11, 2009	Drop/Add for 2nd Mini-term	Faculty; Dean, Student Affairs and Sparks Campus
March 11, 2009	2nd Mini-term Classes Begin	Faculty; Dean, Student Affairs and Sparks Campus
March 11, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
March 12, 2009	State Board of Education Work Session	President
March 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
March 16, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
March 16 - 20, 2009	Spring Break; Student and Faculty Holidays - No Classes	
March 23, 2009	Deadline for Advisors to Meet with Unauthorized Advisees (Web Registration)	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
March 23, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
March 23, 2009	Summer Class Schedule Delivered to Campuses and Sites	Director, Public Relations and Marketing

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
March 24, 2009	Pell/SEOG checks Issued	Dean of Business Affairs; Business Office
March 24, 2009	Summer Class Schedule Delivered to Recruiting Racks	Recruiters
March 25, 2009	Administrative Council Meeting	President
March 26, 2009	On-campus Pre-registration (Special Populations and Graduates)	Dean, Student Affairs and Sparks Campus
March 26, 2009	State Board of Education Meeting	President
March 26, 2009	Web Registration Opens at 7:00 p.m.	MIS Department
March 27, 2009	Revised Catalog Information Submitted to Director, Public Relations and Marketing	All Deans
March 30, 2009	Course/Faculty Evaluations Created and Given to Deans of Academic Affairs and Allied Health Sciences and Career Technical Instruction for Distribution	Director, Institutional Effectiveness
March 30 - April 3, 2009	Course/Faculty Evaluations Completed by Students for All First-time Full- and Part-time Faculty	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction; Faculty; Division Directors; Director, Institutional Effectiveness
March 31, 2009	Deadline for Advisors to Meet with Unauthorized Advisees (Web Registration)	Dean, Academic Affairs and Allied Health Sciences; Dean, Career Technical Instruction
March 31, 2009	<ul style="list-style-type: none"> •Joint Career/Technical Program Advisory Committee Meetings •Community Meetings (Wallace and Sparks Campuses) 	<ul style="list-style-type: none"> •Faculty; Instructional Coordinators; Dean, Career Technical Instruction; Dean, Academic Affairs and Health Sciences •Director, Human Resources
March 31 - April 3, 2009	Atlanta Regional Processing Office (RPO) School Conference (Atlanta, GA)	Director, Financial Aid

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
April	Community College Month	
April (TBA)	Adult Education Volunteer Banquet	Director, Adult Education
April (TBA)	Alabama College System Deans of Student Affairs Association Spring Meeting (Birmingham, AL)	Dean, Student Affairs and Sparks Campus
April (TBA)	Alabama College System Financial Management Association Spring Meeting	Dean, Business Affairs; Supervisor, Accounting and Finance
April (TBA)	Alabama College System Instructional Officers Association Spring Meeting (Birmingham)	
April (TBA)	All-Alabama Academic Team Recognition Program, Birmingham, AL	Dean, Student Affairs and Sparks Campus
April (TBA)	American Association of Community Colleges (AACC) Annual Meeting (Philadelphia, PA)	
April (TBA)	Annual AAEOPP Conference (Location TBA)	TRIO Directors/Staff
April (TBA)	College Accountability Performance Profile (CAPP) due to DPE	Director, Institutional Effectiveness
April (TBA)	Information Technology Resources and Systems Evaluation	MIS Department
April (TBA)	Pre-exam Jam, Dothan Campus	Director, Student Activities
April (TBA)	Pre-exam Jam, Fort Rucker	Director, Student Activities
April (TBA)	Pre-exam Jam, Sparks Campus	Director, Student Activities
April (TBA)	Pre-orientation for New Students (Fort Rucker Center)	Director, Fort Rucker Center

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
April 1, 2009	IPEDS (Spring Collection Closes for Keyholder Data Entry)	Director, Institutional Effectiveness; Assistant Dean, Student Affairs; Director, Financial Aid; Supervisor, Accounting and Finance
April 1, 2009	Off-campus Visit Reports for March Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
April 1 - 3, 2009	Alabama Association of Human Resources Managers Spring Conference	Director, Human Resources
April 2 - 3, 2009	On-campus Pre-registration for Returning Students (All Others)	Dean, Student Affairs and Sparks Campus; Faculty Advisors
April 3, 2009	2008-2009 Catalog Draft Disseminated to Dean, Academic Affairs and Health Sciences, Dean, Career Technical Instruction and Dean, Student Affairs and Sparks Campus for FINAL PROOFING	Director, Public Relations and Marketing
April 4 - 7, 2009	National Junior College Athletic Association Annual Meeting	Dean, Student Development and Wallace Campus and Director, Athletics
April 6, 2009	LRC Director's Council Meeting	Director, LRC System
April 6, 2009	Request for Fall Class Schedule Information Submitted to Deans/Others	Director, Public Relations and Marketing
April 7, 2009	Fall Schedule Proposal Due to Division Directors	Discipline Committee Chairpersons
April 7 - 10, 2009	Alabama Association of Student Financial Aid Administrators Spring Conference (Orange Beach, AL)	
April 8, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
April 9, 2009	State Board of Education Work Session	President
April 10, 2009	FINAL 2008-2009 Catalog Revisions Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction; Dean, Student Affairs and Sparks Campus
April 10, 2009	Groundwater Festival, Sparks Campus	Dean, Student Affairs and Sparks Campus
April 10, 2009	Minutes of Spring Semester Program Advisory Committee Meetings Due to Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction	Discipline Chairs; Program Directors
April 12, 2009	GED Graduation	Director, Adult Education
April 12 - 18, 2009	National Library Week	
April 13, 2009	Honors Day Program (Sparks Campus)	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
April 13, 2009	Workforce Development Course Plans Submitted for Proof	Coordinator, Workforce Development
April 14, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
April 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
April 15, 2009	Fall Class Schedule Proposal to Instructional Coordinators	Division Directors
April 15, 2009	Honors Day Program (Wallace Campus)	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
April 15, 2009	IPEDS (Spring Collection Closes for Institutions; Deadline for Keyholder Lock)	Director, Institutional Effectiveness; Assistant Dean, Student Affairs; Director, Financial Aid; Supervisor, Accounting and Finance
April 16, 2009	Pre-orientation for New Students (Wallace Campus) 4:45 p.m.	Assistant Dean, Student Affairs
April 16 - 19, 2009	Spring Semester Play Presented in Bencze Theater, Cherry Hall, 7:30 p.m.	Director, Fine Arts
April 17, 2009	Pre-orientation for New Students (Wallace Campus) 7:45 p.m.	Assistant Dean, Student Affairs
April 17, 2009	Houston County Groundwater Festival (Wallace Campus)	Faculty, Natural Sciences Division
April 20, 2009	2008-2009 Catalog Submitted to Executive Assistant to the President and Dean, Institutional Effectiveness for Final Approval	Director, Public Relations and Marketing
April 20, 2009	Adult Education Quarterly Report to DPE	Director, Adult Education
April 20, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
April 22, 2009	Administrative Council Meeting	President
April 22, 2009	Administrative Professionals Day	Supervisors
April 23, 2009	Softball All American Nominations Deadline	Director, Athletics
April 23, 2009	State Board of Education Meeting	President
April 24, 2009	Baseball and Softball NJCAA Eligibility Clearance Deadline	Director, Athletics
April 24, 2009	Pre-orientation for New Students (Sparks Campus) 8:00 a.m.	Coordinator, Student Services

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
April 27, 2009	Fall Class Schedule Information (Other than Course Listings) Submitted to Director, Public Relations and Marketing	All Deans and Directors
April 28, 2009	Baseball and Softball All Region Nomination Deadline	Director, Athletics
April 29, 2009	IPEDS (Spring Collection Closes for Coordinators; Final Lock)	Director, Institutional Effectiveness; Assistant Dean, Student Affairs; Director, Financial Aid; Supervisor, Accounting and Finance
April 30, 2009	Course/Faculty Evaluations Compiled and Returned to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction	Director, Institutional Effectiveness
April 30, 2009	Faculty Evaluations by Division Directors	Division Directors; Dean, Career Technical Instruction; Dean, Academic Affairs and Health Sciences; Instructional Coordinators
April 30, 2009	List of Candidates for Graduation Provided to Director, Public Relations and Marketing	Dean, Student Affairs and Sparks Campus; Assistant Dean, Student Affairs
April 30, 2009	Unit-level Annual Planning Report, 2008-2009 Objective Forms, and Other Planning Documents Due to Functional-level Planning Team Leaders (Deans)	Unit-level Planning Team Leaders (Division Directors; Directors or Staff Members of Administrative Support Units); Director, Institutional Effectiveness
May (TBA)	Appointment of Committees for 2009-2010 for Approval at June Administrative Council Meeting	Committee on Committees
May (TBA)	Contracts for Full-time Instructional Personnel	Director, Human Resources; Coordinator, Payroll
May – August	TRIO Scholars Bridge Program	Director, Student Support Services

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
May (TBA)	Workforce Development Summer Course Schedule Available	Coordinator, Workforce Development
May 1 - 29, 2009	Functional-level Planning Activities	Functional-Level Planning Team Leaders (Deans); Director, Institutional Effectiveness
May 1, 2009	Off-campus Visit Reports for April Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
May 1, 2009	Barbour/Bullock Groundwater Festival (Sparks Campus)	Dean, Student Affairs and Sparks Campus
May 2 - 3, 2009	State Softball Tournament	Director, Athletics
May 4, 2009	2008-2009 Catalog Mailed to Printer	Director, Public Relations and Marketing
May 4, 2009	LRC Directors Council Meeting	LRC System Director
May 4, 2009	Revisions of Fall Class Schedule Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
May 6, 2009	National Nurses' Day	Directors, Practical Nursing and Associate Degree Nursing
May 6 - 12, 2009	National Nurses' Week	Directors, Practical Nursing and Associate Degree Nursing
May 7 - 11, 2009	Spring Semester Final Exams	Faculty
May 8, 2009	National Student Nurse's Day	Directors, Practical Nursing and Associate Degree Nursing
May 9 - 10, 2009	State Baseball Tournament	Director, Athletics
May 11, 2009	End of Spring Semester	Faculty

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
May 11, 2009	Pell/SEOG Checks Issued	Dean, Business Affairs; Business Office
May 11, 2009	TBI Report Review for Submission with CAPP Documents	Coordinator, Workforce Development
May 12 - 15, 2009	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
May 12, 2009	Nursing Program Pinning Ceremony (Wallace and Sparks Campuses/Fort Rucker Center) - 6:00 p.m. (Dothan Civic Center)	Coordinator, Health Sciences; Nursing Capping/Pinning Committee
May 12, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
May 13, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
May 13, 2009	Graduation Ceremony (Wallace Campus/Fort Rucker Center) - 2:00 p.m. (Dothan Civic Center)	Assistant Dean, Student Affairs
May 13, 2009	Sparks Campus (SC) Foundation Meeting	Dean, Institutional Advancement
May 14, 2009	Graduation Ceremony (Sparks Campus) - 2:00 p.m. (Eufaula Community Center)	Dean, Student Affairs and Sparks Campus
May 14, 2009	State Board of Education Work Session	President
May 14 - 16, 2009	National Softball Tournament	Director, Athletics
May 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
May 18, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
May 18 - 24, 2009	National Emergency Medical Services Week	Director, Emergency Medical Services

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
May 18 - 24, 2009	National Medical Transcriptionists' Week	Director, Medical Assisting Program
May 18 - 27, 2009	Faculty and Student Holidays - No Classes	
May 20, 2009	Revised Fall Class Schedule Submitted to Dean, Academic Affairs and Health Sciences and Dean, Career Technical Instruction for Final Review	Director, Public Relations and Marketing
May 21, 2009	Baseball All American Nominations Deadline	Director, Athletics
May 21, 2009	LRC Staff Meeting	Director, LRC System
May 23 - 30, 2009	National Baseball Tournament	Director, Athletics
May 25, 2009	Memorial Day Holiday - College Closed	
May 25 - 29, 2009	Enrollment Statistics and Facts Sheets	Director, Institutional Effectiveness
May 27, 2009	Administrative Council Meeting	President
May 28, 2009	State Board of Education Meeting	President
May 28 - 29, 2009	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
May 29, 2009	Deadline to Pay Tuition, 12:00 Noon	Dean, Student Affairs and Sparks Campus
May 29, 2009	*Developmental Program Semester Report (for Spring Semester)	Developmental Instructors; Dean, Academic Affairs and Health Sciences
May 29, 2009	*Certification Licensure Performance Report Cosmetology	Cosmetology Instructors; Coordinator, Career Technical Instruction

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
May 29, 2009	Functional-level and Unit-level Annual Planning Reports, 2009-2010 Objective Forms, and Other Planning Documents Due to Director, Institutional Effectiveness	Functional-Level Planning Team Leaders; Director, Institutional Effectiveness
June (TBA)	Adult Education Conference	
June (TBA)	Alabama College System Instructional Officers Association Summer Meeting	
June (TBA)	Alabama College System Presidents Association Summer Conference	President
June (TBA)	Compiled List of Unauthorized Advisees Due to Dean, Academic Affairs and Health Sciences, and Dean, Career Technical Instruction	Director, Institutional Effectiveness
June (TBA)	Distance Education and Off-campus Programs/Coursework Survey Due to SACS	Dean, Academic Affairs and Health Sciences
June (TBA)	Division Director Evaluations	Instructional Coordinators
June (TBA)	National Peanut Festival Queens' Workday	Director, Public Relations and Marketing
June (TBA)	<i>Perspectives</i> Delivered to Printer and Disseminated	Director, Public Relations and Marketing
June (TBA)	Request for SACS/Financial Profile and Indicators sent by COC	Director, Institutional Effectiveness
June 1, 2009	Begin Institutional Calendar Update 2008-2009	Director, Institutional Effectiveness; Administrative Council and Designees
June 1, 2009	LRC Director's Council Meeting	Director, LRC System
June 1, 2009	LRC System Pamphlet Revised and Submitted to Print Shop	Director, LRC System

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
June 1, 2009	Off-campus Visit Reports for May Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
June 1, 2009	Registration for Summer Term 8:00 a.m. - 6:30 p.m.	Dean, Student Affairs and Sparks Campus
June 1, 2009	Revise Admission Application; Update Web Site	Assistant Dean, Student Affairs
June 2-4, 2009	Drop/Add Period Late Registration/Late Fee	Dean, Student Affairs and Sparks Campus
June 2, 2009	*Program Quality Graduate Exit Survey (Implemented with Intent to Graduate Form for Fall Term) Created and Distributed to Student Affairs	Director, Institutional Effectiveness
June 2, 2009	Summer Term Classes Begin	
June 2, 2009	WCC Foundation Meeting	Dean, Institutional Advancement
June 3 - 5, 2009 (Tentative)	Alabama College System Deans of Student Affairs Association Summer Conference (Orange Beach, AL)	Dean, Student Affairs and Sparks Campus; Dean of Student Development and Wallace Campus
June 8, 2009	Final Revisions of Fall Class Schedule Submitted to Director, Public Relations and Marketing	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
June 8 - 10, 2009	Alabama College System Business Officers Association Summer Conference	Dean, Business Affairs; Accounting and Finance
June 8 - July 16, 2009	Upward Bound Summer Component	Director, Upward Bound
June 10, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
June 10, 2009	Facts Sheet Published	Director, Institutional Effectiveness

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
June 11, 2009	Proof of Fall Class Schedule Submitted to Executive Assistant to the President and Dean, Institutional Effectiveness	Director, Public Relations and Marketing
June 11, 2009	State Board of Education Work Session	President
June 12, 2009	*Studies of Grading Practices and Distribution (General Education/Major Field of Study) (for Spring Semester)	Dean, Academic Affairs and Health Sciences
June 15, 2009	Compiled List of Unauthorized Advisees Due to Dean, Academic Affairs and Health Sciences, and Dean, Career Technical Instruction	Director, Institutional Effectiveness
June 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
June 15, 2009	Catalogs Delivered from Printer	Director, Public Relations and Marketing
June 15, 2009	Pell/SEOG Checks Issued	Dean of Business Affairs; Business Office
June 16, 2009	Fall Class Schedule Delivered to Printer	Director, Public Relations and Marketing
June 17, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
June 18 - 19, 2009	College Overview Workshop, Wheelless Auditorium, Wallace Campus	Staff Development - Overall Team
June 19, 2009	NLN Annual Survey of Nursing Programs Due to NLN	Coordinator, Health Sciences; Directors, Associate Degree Nursing and Practical Nursing
June 22, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
June 24, 2009	Administrative Council Meeting	President

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
June 24 - 26, 2009	Alabama Association of Collegiate Registrars and Admissions Officers (ALACRAO) Meeting (Guntersville, AL)	Assistant Dean, Student Affairs
June 25, 2009	State Board of Education Meeting and Work Session	President
June 30, 2009	2007-2008 Budget Due to DPE	Dean, Business Affairs
June 30, 2009	2008-2009 Spring Semester Final PERS DAX Data Due to DPE	Director, Institutional Effectiveness
June 30, 2009	EZ-AUDIT Federal Student Aid Annual Submission Due	Accounting and Finance
June 30, 2009	Fall Class Schedule Delivered to Campuses and Sites	Director, Public Relations and Marketing
June 30, 2009	Support and Professional Staff Performance Appraisals Due to Personnel Office	Deans; Supervisory and Administrative Staff
July (TBA)	Alabama College System Public Relations Summer Conference	Director, Public Relations and Marketing
July (TBA)	Alabama Commission on Higher Education Reports Due	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction; Supervisor, Accounting and Finance
July (TBA)	College Accountability Performance Profile (CAPP) Sent by DPE for Completion	Director, Institutional Effectiveness
July (TBA)	Freedom Fest, Dothan Campus	Director, Student Activities
July (TBA)	Freedom Fest, Fort Rucker Center	Director, Student Activities
July (TBA)	Freedom Fest, Sparks Campus	Director, Student Activities

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
July (TBA)	Pre-orientation for New Students (Fort Rucker Center)	Director, Fort Rucker Center
July (TBA)	SACS/Financial Profile Indicators Due to COC	Director, Institutional Effectiveness
July (TBA)	Student Leadership Institute	Dean, Student Development and Wallace Campus; Director, Student Activities
July 1, 2009	Deadline for Advisors to Meet with Unauthorized Advisees	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
July 1, 2009	Fall Class Schedule Delivered to Recruiting Racks	Recruiters
July 1, 2009	Off-campus Visit Reports for June Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
July 3, 2009	Independence Day Holiday - College Closed	
July 6 - 9, 2009	Upward Bound Residential Week	Upward Bound Staff
July 7, 2009	Intents to Graduate Due - Fall Term	Faculty; Students
July 7 - 8, 2009	Drop/Add for 2nd Mini-term	Faculty
July 7, 2009	Mid-term (End of 1st Mini-term; Registration for 2nd Mini-term)	Faculty; Academic Affairs Staff; Career Technical Division Staff
July 7, 2009	On-campus Pre-registration (Special Populations and Graduates)	Dean, Student Affairs and Sparks Campus
July 7, 2009	Web Registration Opens at 7:00 p.m.	MIS Department
July 8, 2009	2nd Mini-term Classes Begin	Faculty

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
July 8, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
July 8, 2009	*Public Relations and Marketing Survey Created and Distributed to Staff	Director, Public Relations and Marketing; Director, Institutional Effectiveness
July 9, 2009	On-campus Pre-registration for Returning Students (All Others)8:00 a.m. - 6:30 p.m.	Dean, Student Affairs and Sparks Campus
July 9, 2009	Upward Bound Banquet (Sparks)	Director, Upward Bound
July 10, 2009	On-Campus Pre-registration for Returning Students (All Others)	Dean, Student Affairs and Sparks Campus
July 10, 2009	Revision of Academic Inventory for 2005-2006 Due to Dean, Academic Affairs and Health Sciences or Dean, Career Technical Instruction	Instructional Coordinators
July 12 - 15, 2009	National Association of Student Financial Aid Administrators Conference (NASFAA) (San Antonio, TX)	Director, Financial Aid
July 13, 2009	LRC Director's Council Meeting	Directors, LRC System
July 13, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
July 14, 2009	State Board of Education Meeting	President
July 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
July 16, 2009	Pre-orientation for New Students (Wallace Campus) 4:45 p.m.	Assistant Dean, Student Affairs
July 17, 2009	Pre-orientation for New Students (Wallace Campus) 7:45 a.m.	Assistant Dean, Student Affairs

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
July 20, 2009	Adult Education Quarterly Report to DPE	Director, Adult Education
July 22, 2009	Administrative Council Meeting	President
July 22, 2009	Pell/SEOG Checks Issued	Dean of Business Affairs; Business Office
July 23, 2009	Pre-orientation for new students (Wallace Campus) 4:45 p.m.	Assistant Dean, Student Affairs
July 24, 2009	Pre-orientation for New Students (Sparks Campus)	Coordinator, Student Services
July 24, 2009	Pre-orientation for New Students (Wallace Campus) 8:00 a.m.	Assistant Dean, Student Affairs
July 27, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors
July 31, 2009	LRC System Usage Statistics Compiled	Director, LRC System; Librarians
July 31, 2009	WCC Operational Plan Published	Director, Institutional Effectiveness
July 31, 2009	Functional-level Annual Planning Reports Due to President	Deans
August (TBA)	*COMPASS Entering Student Descriptive Report (for Spring Semester)	Dean, Student Development and Wallace Campus
August (TBA)	*Developmental Program Semester Report (for Summer Term)	Developmental Instructors; Dean, Academic Affairs and Health Sciences
August (TBA)	Drop/Add Period, Late Registration/Late Fee	Dean, Student Affairs and Sparks Campus

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
August (TBA)	Final Academic Inventory Mailed to DPE	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
August (TBA)	LRC System Staff Meeting During Faculty Duty Days	Director, LRC System
August (TBA)	Pre-orientation for New Students (Wallace Campus)	Assistant Dean, Student Affairs
August 1, 2009	IPEDS Registration Opens	Director, Institutional Effectiveness
August 1, 2009	Performance Appraisals of Deans	President
August 3, 2009	Pre-orientation for New students (Wallace Campus) 4:45 p.m.	Assistant Dean, Student Affairs
August 3, 2009	Institutional Calendar 2009-10 Published	Director, Institutional Effectiveness
August 3, 2009	Off-campus Visit Reports for June Due to Dean, Career Technical Instruction and Dean, Academic Affairs and Health Sciences	Faculty
August 4, 2009	Request for Spring Class Schedule Information Submitted to Deans/Others	Director, Public Relations and Marketing
August 10, 2009	Verification of Personnel Orientation Forms, Transcripts, Certifications, and Resumes	Director, Human Resources
August 7 - 11, 2009	Summer Term Final Exams	Faculty
August 11, 2009	Practical Nursing Program Pinning Ceremony (Wallace Campus/Sparks Campus/Fort Rucker Center) 5:00 p.m., Cherry Hall	Coordinator, Health Sciences; Practical Nursing Pinning Committee
August 11, 2009	Associate Degree Nursing Pinning Ceremony - 7:00 p.m., Cherry Hall	Coordinator, Health Sciences; Associate Degree Nursing Pinning Committee
August 11, 2009	End of Summer Semester	Faculty

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
August 11, 2009	Pell/SEOG Checks Issued	Dean, Business Affairs; Business Office
August 12, 2009	Administrative Council Work Session	Executive Assistant to the President and Dean, Legal and Human Resources
August 12, 2009	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
August 12, 2009	Sparks Campus (SC) Foundation Meeting	Dean, Institutional Advancement
August 13, 2009	State Board of Education Work Session	President
August 13 - 14, 2009	Student and Faculty Holidays - No Classes	
August 14, 2009	Purchase Order Cutoff for Federal Programs	Dean, Business Affairs; Director, Accounting and Finance; Business Office
August 14, 2009	Records Disposition Authority (RDA) Annual Implementation Report	Assistant Dean, Student Affairs
August 15, 2009	Adult Education Monthly Budget Expenditure Report to DPE	Director, Adult Education
August 17 - 19, 2009	Faculty Duty Days - No Classes (Professional Development)	Professional Development Committee
August 19, 2009 (Tentative)	Pre-orientation for New students (Wallace Campus) 4:45 p.m.	Assistant Dean, Student Affairs
August 19, 2009 (Tentative)	Deadline to Pay Tuition, 4:00 p.m.	Dean, Student Affairs and Sparks Campus
August 20-21, 2009 (Tentative)	Registration for Fall Term	
August 24, 2009	Classes Begin	
August 24, 2009	Hourly and Contract Workers' Payroll Documents Due to Payroll Office	Appropriate Supervisors

Date Due/Scheduled	Event/Report/Activity	Person(s) Responsible
August 24-25, 2009	Drop/Add Period Late Registration/Late Fee	
August 26, 2009	Administrative Council Meeting	President
August 27, 2009	State Board of Education Meeting	President
August 28, 2009	Plan for Program Outcomes Assessment	Dean, Academic Affairs and Health Sciences; Dean, Career Technical Instruction
August 30, 2009	College Accountability Performance Profile (CAPP) Returned	Director, Institutional Effectiveness
August 31, 2009	Audit to Ensure Completed Personnel Evaluations	Director, Human Resources
August 31, 2009	End of TRIO Grant Year	TRIO Directors
August 31, 2009	Purchase Order Cutoff for Departmental Budgets	Dean, Business Affairs; Director, Accounting and Finance/Business Office