

DVC TL Portfolio OPERATIONAL CALENDAR and IMPORTANT DUE DATES FOR 2020

Acronyms:

ARC:	Admission Requirements Committee
CTL:	Centre for Teaching and Learning
DHET:	Department of Higher Education and Training
LIS:	Library and Information Services
LMC:	Library Management Committee
SCALASS:	Sub-Committee for Academic Literacy and Academic Student Support
SCAS:	Senate Committee for Academic Standards
SCFEP:	Sub-Committee for Foundation Education Provision
SCRI:	Senate Committee for Research and Innovation
SCTL:	Senate Committee for Teaching and Learning
SCLPAS:	Senate Committee for Language Planning and Advisory Services
SCTLP:	Steering Committee for Teaching-Learning related projects
SLISC:	Senate Library and Information Services Committee
SMC:	Senior Management Committee
TLC:	Teaching and Learning Committee
TOC:	Transformation Oversight Committee
Q&APP:	Qualification and Academic Programme Planning
UCDG:	University Capacity Development Grant
UCE AB:	Unit for Continuing Education Advisory Board
UCE BDF:	Unit for Continuing Education Business Development Forum
UMC:	University Management Committee
UODL:	Unit for Open Distance Learning
WISL:	Work-Integrated and Service Learning

January 2020		
<i>1</i>	<i>Wed</i>	<i>New Year's day</i>
2	Thu	Faculties and TL support divisions: Start drafting and discussing the Performance Agreements and Personal Development Plans with all the employees reporting to Directors and upwards – in both the Academic and the Divisional sectors – finalised by 31 January 2020. Source document 2020 APP

3	Fri	
6	Mon	Faculties and TL support divisions: Start drafting the content for the DVC TL annual coffee table book (2019): print ready by middle July 2020
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Reception day for Potchefstroom Campus
13	Mon	Reception and Orientation Programme commences for the Potchefstroom Campus
14	Tue	UODL: Requests for re-marking close Agenda closes for UMC meeting of 22 January
15	Wed	UCDG CTL projects coordinators meeting
16	Thu	LMC meeting (10:00-13:00, Adobe Connect)
16 - 17	Thu - Fri	UCDG CTL projects admin training
20	Mon	Reception and Orientation Programme commences for VTC and MC
21	Tue	Agenda closes for Senate meeting of 28 January
22	Wed	UMC meeting (10:00-17:00, C1 134) WIL & SL data system development Steering Committee meeting (10:00-11:30, E8 106) Agenda closes for UMC meeting of 29 January
23	Thu	Faculty of Education TLC Faculty of Law TLC Start working on material for the VC NWU Integrated Annual Report (2019)
24	Fri	Agenda closes for SteerCo for TL Projects meeting of 3 February
25	Sat	Reception Day for Mafikeng Campus
27-29	Mon – Wed	Induction Programme for Academics: VTC and MC
27	Mon	Agenda closes for ARC meeting of 5 February FEMS TLC meeting
28-29	Tue - Wed	Induction Programme for Academics: PC
28	Tue	Senate meeting (14:00-17:00, C1 135) CTL, Q&APP and Strategic Intelligence start working on report regarding what NWU is doing within the e-learning and online environments: report to UMC in Feb (agenda closes 13 Feb)
29	Wed	UMC meeting (10:00-17:00, C1 134)
31	Fri	All project leaders submit UCDG 2019 annual reports to the Grants Office UODL: Last day for minimum fees payable UODL: Registrations and re-registrations for first semester close Upload all staff Performance Agreements and Personal Development Plans onto Nextcloud under the appropriate OE

		Start working on the final feedback report on the 2019 APP goals for UMC in February/March
February 2019		
1	Sat	Reception day for Vaal Triangle Campus
3	Mon	Classes start
4	Tue	University Budget Committee meeting (10:00-13:00, C1 134) SCRI meeting (14:00-17:00, C1 135) Faculty of Theology TLC Faculty of Health Sciences TLC
5	Wed	ARC meeting (10:00-13:00, C1 134)
6	Thu	FNAS TLC meeting
7	Fri	AGENDA closes for the DVC TL Leadership meeting of 12 February AGENDA closes for SCTL meeting on 18 February: <ul style="list-style-type: none"> • Include in SCTL agenda the 2019 UCE income / expenditure report • Include in SCTL agenda the CTL professional development workshops calendar • Include in SCTL agenda all 2019 end year reports from all TL support structures that form part of the DVC TL portfolio • Include in SCTL agenda the 2019 report from the Grants Office • Include in SCTL agenda the second draft of the TL Strategy (2021 – 2025) and the amended version of the Glossary of TL-related concepts and acronyms
7	Fri	Faculty of Humanities: TLC
10	Mon	Faculties and TL support divisions: Keep working on the content for the DVC TL annual coffee table book (2019): print ready by middle July AGENDA closes for Registrar's Committee for TL Agreements meeting of 13 Feb
11	Tue	Engineering TLC meeting
12	Wed	VC ceremony official opening of academic year DVC TL Leadership meeting (14:30-16:30, C1 134)
13	Thu	AGENDA closes for UMC meeting of 19 February Include in agenda the report re what NWU is doing within online and e-learning environments – a call to action Registrar's Committee for TL Agreements (09:00-11:00, F1 113) UCDG CTL projects coordinators meeting
14	Fri	AGENDA closes for SMC meeting of 20 February
17	Mon	
18	Tue	SCTL meeting (10:00-13:00, C1 135)
19	Wed	UMC meeting (10:00-17:00, C1 134) AGENDA closes for Senate meeting of 26 February
20	Thu	SMC meeting (10:00-13:00, C1 135) AGENDA closes for SCLPAS meeting of 25 February
21	Fri	ToC meeting (10:-13:00, C1 134)

24	Mon	UCE Advisory Committee (10:00-13:00, C1 134) WIL & SL data system development Steering Committee meeting (11:30-13:00, E8 106) SteerCo for TL related Projects meeting (14:00-16:30, C1 134) Submit the VC's NWU Annual Integrated Report submissions to Franciska
25	Tue	SCLPAS meeting (10:00-13:00, C1 135)
26	Wed	Senate meeting (14:00-17:00, C1 135)
27	Thu	
28	Fri	SLISC Committee meeting (10:00-13:00, C1 135) Submit UCDG report to the DHET Submit the VC NWU Integrated Annual Report submissions to CIGS
March 2019		
2	Mon	Faculties and TL support divisions: Keep working on the content for the DVC TL annual coffee table book (2019): print ready by middle July
3	Tue	LMC Meeting (10:00 – 13:00, Adobe)
4	Wed	AGENDA closes for UMC meeting of 11 March
5	Thu	
6	Fri	
9	Mon	
10	Tue	
11	Wed	UMC meeting (10:00-17:00, C1 134)
12	Thu	ITEA function UCDG CTL projects coordinators meeting AGENDA closes for Registrar's Committee for TL Agreements meeting on 17 March
13	Fri	
16	Mon	FNAS TLC meeting
16 - 20	Mon - Fri	Library Week
17	Tue	Finalise and submit feedback for the VC NWU Integrated Annual Report (2019) to Franciska Registrar's Committee for TL Agreements meeting (09:00-11:00, C1 102) GOOT Bursary Committee (11:00-13:00, C1 101) AGENDA closes for SCFEP meeting of 26 March
18	Wed	Council meeting (08:00-17:00, Potchefstroom)
19	Thu	Council meeting (08:00–17:00, Potchefstroom)
20	Fri	Public Schools close WIL & SL data system development Steering Committee meeting (11:30-13:00, E8 106) UODL: Examination question papers submitted to academic managers
21	Sat	<i>Human Rights day</i>
23	Mon	Autumn recess for students commences

24	Tue	Faculty TL Leadership colloquium Engineering TLC meeting
25	Wed	GOOT bursary holders communicated to Faculties
26	Thu	Senate Committee for Foundation Education Provision (10:00-13:00, C1 135)
27	Fri	UODL: all 2 nd semester study materials (tutorial notes, information booklets, study guides, prescribed books etc.) completed and submitted to study material department
30 – 3 April	Mon	Facing Race Week Classes resume for students
31	Tue	

April 2019		
1	Wed	AGENDA closes for Sub-Committee for Academic Literacy and Academic Student Support of 8 April
2	Thu	Faculties and TL support divisions: Finalise the content for the DVC TL annual coffee table book (2019): print ready by middle July
3	Fri	CTL Directors meeting
4	Sat	UODL last day to submit assignments all programmes
6	Mon	
7	Tue	LMC Meeting (10:00 – 13:00, MC Library G02) Faculty of Theology TLC meeting Faculty of Education TLC meeting FEMS TLC meeting
8	Wed	Compliance Committee meeting (10:00-13:00, C1 134) Sub-Committee for Academic Literacy and Academic Student Support meeting (14:00-17:00, C1 135)
9	Thu	AGENDA closes for the Registrar's Committee for TL Agreements of 15 April AGENDA closes for SCTL meeting of 21 April: Include in SCTL agenda the UCE income / expenditure progress report for first quarter of 2019 Include in SCTL agenda all progress reports on projects/ events/ programmes offered by all TL support divisions Include in SCTL agenda the TL indicators report for semester 2 of 2019 UCDG CTL projects coordinators meeting Faculty of Law TLC
9	Thu	Faculty of Humanities: TLC
10	Fri	<i>Good Friday</i>
13	Mon	<i>Family day</i>
14	Tue	UODL: all assignments received from learning support centres Faculty of Health Sciences TLC Engineering TLC meeting
15	Wed	AGENDA closes for SCLPAS meeting of 21 April

		Registrar's Committee for TL Agreements (09:00-11:00, F1 113)
16	Thu	SLISC meeting (10:00-13:00, C1 135) SCRI meeting (14:00-17:00, C1 135) AGENDA closes for UMC meeting of 22 April
17	Fri	Classes for students ends UODL: all assignments loaded on system
20	Mon	Student assessment week commences WIL & SL data system development Steering Committee meeting (11:30-13:00, E8 106)
21	Tue	SCTL meeting (10:00-13:00, C1 135) SCLPAS meeting (14:00-17:00, C1 135)
22	Wed	UMC meeting (10:00-17:00, C1 134) AGENDA closes for ARC meeting of 28 April
23	Thu	
24	Fri	FNAS TLC meeting
27	Mon	<i>Freedom day</i>
28	Tue	ARC meeting (14:00-16:30, C1 134) Budget Committee meeting (10:00-13:00, C1 134) AGENDA closes for SCAS meeting of 7 May
29	Wed	
30	Thu	Student assessment week ends UODL: all applications for second semester close
May 2019		
1	Fri	<i>Workers' Day</i>
4	Mon	
5	Tue	LMC Meeting (10:00 – 13:00, Adobe) Accounting Career Fair (PC) Engineering TLC meeting
6	Wed	General Career Fair (PC)
7	Thu	AGENDA closes for SteerCo meeting of 15 May Law Career Fair (PC) SCAS meeting (9:00 – 16:00, C1 135)
8	Fri	Faculties and TL support divisions: Final touches to the content for the DVC TL annual coffee table book (2019): print ready by middle July
11	Mon	AGENDA closes for Registrar's Committee for TL Agreements of 14 May
12	Tue	
13	Wed	AGENDA closes for UMC meeting of 20 May Law Career Fair (VTC)
14	Thu	Registrar's Committee for TL Agreements meeting (09:00-11:00, C1 102)

		Accounting and General Career Fair (VTC) UCDG CTL projects coordinators meeting
15	Fri	SteerCo for TL Projects meeting (10:00-13:00, C1, 135) UODL: SMS participation marks to all students
18	Mon	
19	Tue	AGENDA closes for Senate meeting of 27 May Transformation Oversight Committee (14:00-17:00 C1 134) General Career Fair (MC)
20	Wed	UMC meeting (10:00-17:00, C1 134) Law Career Fair (MC)
21	Thu	FNAS TLC meeting
22	Fri	
25	Mon	UCE Advisory Committee (10:00-13:00, C1 134)
26 – 28	Tue - Thu	CTL's 3 rd Annual Teaching and Learning Conference Classes for students end Last day to publish participation marks
27	Wed	Senate meeting (10:00-13:00, C1 Room 135) First Opportunity Examinations Commence until 22 June
28	Thu	
29	Fri	
June 2019		
1	Mon	Schedule Mid-year Performance Review discussions with staff – Deadline for uploading Mid-year Review (reporting period January to June 2020) onto Nextcloud under the appropriate OE: 03 July 2020
2	Tue	AGENDA closes for UMC meeting of 10 June WIL & SL data system development Steering Committee meeting (11:30-13:00, E8 106)
3	Wed	SMC meeting (10:00-13:00, C1 135) AGENDA closes for SCAS meeting of 15 May
4	Thu	LMC Meeting (10:00 – 13:00, PC Library 111)
5	Fri	
8	Mon	
9	Tue	Faculty of Education TLC
10	Wed	UMC meeting (10:00-17:00, C1 134)
11	Thu	UCDG CTL projects coordinators meeting
12	Fri	Public Schools close
15	Mon	SCAS meeting (10:00-13:00, C1 135)
16	Tue	<i>Youth Day</i>
17	Wed	
18	Thu	Council meeting (10:00-17:00)

		AGENDA closes for Registrar's Committee for TL Agreements of 23 June
19	Fri	FNAS TLC meeting
22	Mon	
23	Tue	Registrar's Committee for TL Agreements meeting (09:00-11:00, F1 113) Winter recess for students commences Engineering TLC meeting
24	Wed	
25	Thu	
26	Fri	
29	Mon	UODL: last examination answer scripts received
30	Tue	Closing date for 2021 yearbook amendments that have been approved by Faculty and by SCAS
July 2019		
1	Wed	Start preparing the APP mid-year progress report for submission to UMC on 15 July Start preparing Mid-year TL milestones report from all divisions of the DVC TL portfolio - to UMC on 15 July Faculties: prepare Transformation and Alignment progress report 2020 - to UMC on 15 July UCE: UCE income / expenditure progress report for first semester of 2020 - to UMC on 15 July
2	Thu	
3	Fri	Deadline for uploading Mid-year Performance Reviews of staff onto Nextcloud under the appropriate OE
6	Mon	
7-9	Tue-Thu	Induction Programme for Academics: PC MC and VTC
8	Wed	AGENDA closes for UMC meeting of 15 July (include mid-year progress report on APP goals; mid-year TL milestones report from TL support; transformation and alignment progress report from Faculties)
		UODL: all examination scripts marked
9	Thu	AGENDA closes for SCALASS meeting of 16 July
10	Fri	UODL: all examination marks captured and checked
13	Mon	Classes for students commence after recess Faculty TL Leadership colloquium AGENDA closes for SCFEP meeting of 22 July
14	Tue	Faculty TL Leadership colloquium LMC Meeting (10:00 – 13:00, Adobe) Engineering Career Fair (PC) Faculty of Education TLC Engineering TLC meeting
15	Wed	UMC meeting (10:00-17:00 C1 134) Sciences Career Fair (PC)

		AGENDA closes for Registrar's Committee for TL Agreements of 20 July
16	Thu	Sub-Committee for Academic Literacy and Student Academic Support meeting (10:00-13:00, C1 135) UCDG CTL projects coordinators meeting Faculty of Humanities: TLC FNAS TLC meeting FEMS TLC meeting
17	Fri	CTL Directors meeting AGENDA closes for SCLPAS meeting of 23 July
20	Mon	UODL: request result statements Registrar's Committee for TL Agreements (09:00-11:00, C1 102)
21	Tue	SCRI meeting (10:00-13:00, C1 135)
22	Wed	SCFEP meeting (10:00-13:00, C1 135) UODL: complete examination commissions
23	Thu	SCLPAS meeting (10:00-13:00, C1 135) Faculty of Health Sciences TLC Faculty of Law TLC
24-27	Fri-Mon	UODL: add condonations and confirm graduandi
27	Mon	AGENDA closes for the SCTL meeting of 5 August All TL mid-year 2020 reports to serve at this SCTL meeting, inclusive of the mid-year report on transformation and alignment (faculties + DVC TL Office + TL data), mid-year TL milestones progress report and the mid-year TL indicators report (all DVC TL portfolios)
28	Tue	UODL: send results per SMS WIL & SL data system development Steering Committee meeting (11:30-13:00, E8 106)
29	Wed	
30	Thu	Faculty of Theology TLC
31	Fri	UODL: 2021 study materials completed and submitted to study material department
August 2020		
3	Mon	2020 Budget planning commences and will continue in different phases until end November 2019
4	Tue	LMC Meeting (10:00 – 13:00, Adobe)
5	Wed	SCTL meeting (14:00-17:00, C1 135)
6	Thu	AGENDA closes for the UMC meeting of 12 August Include Mid-year report on transformation and alignment of the curriculum and the student learning experience
7	Fri	
10	Mon	<i>Woman's Day</i>
11	Tue	UODL: requests for re-marking closes
12	Wed	UMC meeting (10:00-17:00, C1 134)

13	Thu	AGENDA closes for Senate meeting of 19 August AGENDA closes for Registrar's Committee for TL Agreements of 18 August
14	Fri	UODL: re-registrations for 2 nd semester closes; last day for module changes and cancellations UCDG CTL projects coordinators meeting
17	Mon	AGENDA closes for DVC TL Leadership meeting of 20 August
17 – 21 OR 24 - 28	Mon - Fri	Gender Awareness Week
18	Tue	Transformation Oversight Committee meeting (14:00-17:00, C1 134) Innovation and Entrepreneurship Seminar (including Work Readiness) (MC) Registrar's Committee for TL Agreements meeting (09:00-11:00, F1 113)
19	Wed	Senate meeting (14:00-17:00, C1 135) Innovation and Entrepreneurship Seminar (including Work Readiness) (VTC)
20	Thu	DVC TL Leadership meeting (10:00-13:00, C1 134) Innovation and Entrepreneurship Seminar (including Work Readiness) (PC) FNAS TLC meeting
21	Fri	
24	Mon	UCE Advisory Committee (10:00-13:00, C1 134) AGENDA closes for the SCFEP meeting of 2 September
25	Tue	AGENDA closes for SteerCo for TL Projects meeting of 31 August Engineering TLC meeting
26	Wed	SMC meeting (10:00-13:00, C1 135) AGENDA closes for the SCAS meeting of 7 September
27	Thu	
28	Fri	
31	Mon	SteerCo for TL Projects (10:00-13:00, C1 135)
September 2012		
1	Tue	University Budget Committee meeting (14:00-17:00, C1 134) Faculty of Humanities: TLC
2	Wed	SCFEP (10:00-13:00, C1 135) LMC Meeting (10:00 – 13:00, Adobe) AGENDA closes for the ARC meeting of 8 September
3	Thu	Start preparing feedback on meeting of the APP 2020 goals – to be submitted to the first UMC meeting in November Faculty of Theology TLC
4	Fri	
5	Sat	UODL: last day to submit assignments in all programmes
7	Mon	SCAS meeting (14:00-17:00, C1 135)

8	Tue	ARC meeting (14:00-16:30, C1 134)
9	Wed	UMC meeting (10:00-17:00, C1 134)
10	Thu	Council meeting (VTC) UCDG CTL projects coordinators meeting
11	Fri	AGENDA closes or Registrar's Committee for TL Agreements of 16 September
14	Mon	University Budget Committee meeting (14:00-17:00, C1 134) UODL: all assignments received from centres
15	Tue	Engineering TLC meeting FEMS TLC meeting
16	Wed	UODL: all assignments uploaded on system Registrar's Committee for TL Agreements meeting (09:00-11:00, C1 102) Faculty of Education TLC
17	Thu	SCRI meeting (10:00-13:00, C1 135) Faculty of Law TLC
18	Fri	SLISC meeting (10:00-13:00, C1 134)
21	Mon	
22	Tue	WIL & SL data system development Steering Committee meeting (11:30-13:00, E8 106) SMC meeting (10:00-17:00, C1 135)
23	Wed	AGENDA closes for SCTL meeting of 5 October Include in SCTL agenda the UCE income / expenditure progress report for third quarter of 2020
24	Thu	<i>Heritage day</i>
25	Fri	AGENDA closes for the Academic Literacy and Academic Student Support meeting of 1 October
28 – 2 Oct	Mon - Fri	Language Awareness Week
28	Mon	Classes for students commences FNAS TLC meeting AGENDA for SCLPAS meeting closes Recess for students commences
29	Tue	AGENDA closes for UMC meeting of 7 October Include in UMC agenda the APP end-year report Faculty of Health Sciences TLC
30	Wed	Schedule and finalise all staff Performance Appraisals (period January to Oct 2020) – deadline for uploading onto Nextcloud under appropriate OE: 31 October 2020 UODL: all assignments marked; ODL 2021 exam timetable published
October 2020		
1	Thu	Sub-Committee for Academic Literacy and Academic Student Support meeting (14:00-17:00, C1 135) UODL: registrations for 2021 commence

2	Fri	UODL: all participation marks captured
5	Mon	SCTL meeting (10:00-13:00, C1 135)
6	Tue	LMC Meeting (10:00 – 13:00, Adobe)
7	Wed	UMC meeting (10:00-17:00, C1 134) UODL: sms participation marks AGENDA closes for UMC meeting of 14 October
8	Thu	UCDG CTL projects coordinators meeting
9	Fri	
12	Mon	Compliance Committee meeting (10:00-13:00, C1 134) AGENDA closes for the Registrar's Committee for TL Agreements meeting of 15 October
13	Tue	Engineering TLC meeting
14	Wed	SMC meeting (08:00-10:00, C1 135) UMC meeting (10:00-13:00, C1 134)
15	Thu	Registrar's Committee for TL Agreements meeting (09:00-11:00, F1 113) AGENDA closes for Senate meeting of 21 October
16	Fri	
19	Mon	
20	Tue	Transformation Oversight Committee meeting (14:00-17:00, C1 135)
21	Wed	Senate meeting (14:00-17:00, C1 135) AGENDA closes for SCAS meeting of 2 November
22	Thu	University Budget Committee meeting (10:00-13:00, C1 134)
23	Fri	
26	Mon	FNAS TLC meeting
26 - 30	Mon - Fri	Open Access Week
27	Tue	
28	Wed	Faculty of Theology TLC
29	Thu	
30	Fri	Final Performance Appraisals for 2020 uploaded onto Nextcloud under appropriate OE
November 2019		
2	Mon	SCAS meeting (09:00-16:00, C1 135)
2 – 4	Mon – Wed	Induction programme for Academics at VTC and MC Official PC closing ceremony
3 - 4	Tue - Wed	LIS Annual Planning Meeting (VTC)
3 – 5	Tue – Thu	Induction programme for Academics at PC
4	Wed	2021 Budget finalisation until end Nov 2020
5	Thu	

6	Fri	
9	Mon	UCE Advisory Committee (10:00-13:00, C1 134) AGENDA closes for SteerCo meeting for TL projects of 16 November
10	Tue	AGENDA closes for UMC meeting of 18 Nov
11	Wed	
12	Thu	UCDG CTL projects coordinators meeting
13	Fri	
16	Mon	SteerCo for TL Projects (14:00-16:00, C1 135)
17	Tue	WIL & SL data system development Steering Committee meeting (11:30-13:00, E8 106) Engineering TLC meeting Faculty of Education TLC
18	Wed	UMC meeting (10:00-13:00, C1 134)
19	Thu	AGENDA closes for the Registrar's Committee for TL Agreements meeting of 23 November Council meeting (08:00-16:00, C1 135)
20	Fri	
23	Mon	Registrar's Committee for TL Agreements meeting (09:00-11:00, C1 102)
24	Tue	SMC meeting (10:00-13:00, C1 135)
25	Wed	Agenda closes for UMC meeting of 2 December
26	Thu	Council meeting (10:00-17:00, Potchefstroom)
27	Fri	FNAS TLC meeting
30	Mon	
December 2019		
1	Tue	Start discussing and finalising 2021 performance agreements
2	Wed	UMC meeting (10:00-13:00, C1 134)
3	Thu	
4	Fri	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
14	Mon	
15	Tue	
<i>16</i>	<i>Wed</i>	<i>Day of reconciliation</i>
17 - 23	Thu - Wed	
24	Thu	NWU closes for December holiday

