

(Thursday, November 20, 2014)

Academic Calendar & Registration Committee

(1-2PM)

(Bldg 9 Conference Room)

Chair:	Beth Casey		
Vice-chair:	Edie Findley	Secretary:	Lynne Modlin
Members Attending:	Beth Casey, Edie Findley, Richie Alligood, Bebe Major, Camille Richardson, Lisa Hill, Lynne Modlin		
Members Absent:	Crystal Ange, Rick Anderson, Megan Sommers, Randy Burnette		

Minutes from Meeting (November 20, 2014)

Agenda Item

I. Approval of minutes		Presenter:	Casey
<ul style="list-style-type: none"> ➤ Discussion Item: Minutes presented for approval from 10/2/14 ➤ Suggested change to the Proposed Calendar line item, move to accept, to be changed to Approval of Option A & B will be determined at next meeting since a post meeting created some changes. ➤ Modlin made a move to accept minutes with above changes. Findley seconded. ➤ Action Taken or Recommendation: Modlin to make changes to the 10/2/14 and send to Rebecca Adams and Jennie Singleton. 			

II. Review of fall Semesters Options A & B		Presenter:	Casey
<ul style="list-style-type: none"> ➤ Discussion Item: Option A Fall should be changed to SFV on December 19th to allow Registrar time to enter grades. ➤ Discussed the designation of a Fri to Tuesday, November 22nd to equal the 16 day count for Fridays as noted on the updated calendar. ➤ Christmas Holiday according to the State Calendar notes that Christmas holidays should be 23, 26, and 27. Procedure states that we must follow the State Calendar Policy. ➤ Richardson suggested changes the LDD to LDW to note the correct meaning of the day to be Last Day to Withdraw and not drop. <p>The committee accepted the Fall Options A and B with the above changes.</p> <ul style="list-style-type: none"> ➤ Action Taken or Recommendation: Casey to make changes to the Fall Options as noted above and the LDD will be removed at the bottom and changed to LDW. 			

III. Discussion of Spring and Summer Semester		Presenter:	Casey
<ul style="list-style-type: none"> ➤ Discussion Item: Stressed the importance of trying to get the Spring break scheduled around the Great 8. Hill suggested that the break should be moved from the 9 & 10 to the 2 & 3. The great 8 would end on March 6th with the second Great 8 starting on the 7th. This allows 8 Thursdays and Fridays for the Great 8 to accomplish their instructional needs. ➤ Discussion of Options A & B revealed no changes, thus only one options. Suggested not to create a second option due to the appeal of the current spring calendar. Discussed the need of FWD on the return from break was a much needed asset for the faculty both new and old to prepare for the Spring Semester. ➤ The need of a 2nd Registration work day was identified on the Spring Calendar. In order to add the 2nd Registration work day, it would elongate the calendar, thus, graduation would fall on a Friday. The committee discussed the need of the Registration workday with no class day. The Academic Calendar Planning Procedure clearly states that we must have 86 contract days which includes 80 instructional days, 2 FWD, 2 REG, and 2 Exam days. In order to add this Registration Day into the spring, it may incur the movement of the Graduation Day. Findley suggested we discuss this with Anderson out of concern of the Graduation Day already reserved at WHS on May 11th. ➤ Another suggestion was for Casey, Findley and Modlin to meet with Ange to discuss the plans for registration and its impact on the calendar. We are currently enlisting new tactics for registration that do not require a day set aside such as 2 week registration periods that have been extended and summer long registration. ➤ Action Taken or Recommendation: ➤ Casey to move the Spring Break to March 2nd and 3rd. ➤ Casey, Findley, and Modlin to schedule meeting with Ange to discuss registration. ➤ Casey to discuss graduation 2017 with Anderson and determine if the date has been finalized. 			
IV. Review of Registration “Rules” & Set Registration Dates		Presenter:	Richardson
<ul style="list-style-type: none"> ➤ Discussion Item: ➤ Due to time, these items were tabled. ➤ Richardson stated that it would take a meeting alone to discuss and set the Registration Dates. ➤ Modlin suggested that the next meeting be planned to discuss these items first. ➤ Action Taken or Recommendation: ➤ Richardson to send electronic versions for committee to prepare prior to next scheduled meeting. 			
Other Information			
Next Meeting:	(Thursday, December 4, 2014 at 1 PM)		

Respectfully Submitted,

Lynne Modlin.