

<h1 style="text-align: center;">Academic Calendar & Registration Committee Meeting</h1>		(Tuesday, November 25, 2014)	
		(1-2PM)	
		(Dr. Ange Office)	
Chair:	Beth Casey		
Vice-chair:	Edie Findley	Secretary:	Lynne Modlin
Members Attending:	Crystal Ange, Beth Casey, Edie Findley, Lynne Modlin		
Members Absent:			
<i>Minutes from Meeting (November 25, 2014)</i>			
Agenda Item			
I. Registration, current process, & impact on the calendar		Presenter:	Casey
<ul style="list-style-type: none"> ➤ Discussion Item: Discussed the need of a Registration Day/No Class day with the current system in place with “Rolling Registration” that occurs throughout the semester. ➤ We have to follow the guidelines of the procedure for now in the spring. We will look at the need for revising a registration day/no class once Web Advisor is in operation. ➤ For the summer, it was suggested to have 34 contract days that would comprise 32 instructional days, 1 REG day, and 1 FWD. This was suggested in accordance to the summer registration that occurred throughout the previous summer that allowed 900+ students to register. All were in agreement and suggested that the information be carried back to the committee and if approved, it would be taken to Senior Staff for approval of the revisions. ➤ Action Taken or Recommendation: Casey to present the suggested revisions to the procedure at the next Committee meeting. If approved, will then take it to the Senior Staff for approval. 			
II. Suggested changes to Spring and Summer		Presenter:	Casey
<ul style="list-style-type: none"> ➤ Discussion Item: Discussed how to place the registration day in the Spring. ➤ Discussed how to set the calendar if a registration day in the summer turned into a FWD> ➤ Action Taken or Recommendation: ➤ Spring: SFV March 3rd, Regular class days on March 9-10, First day of Registration to 			

be listed on March 30th with the registration going through April 14th. This would allow for May to end as currently documented.

- **Summer:** LDC July 12th, FWD on July 13th.

III. Discussion of Fall Christmas Holidays		Presenter:	Findley
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- **Discussion Item:** The policy for noted holidays does not match the Academic Planning Procedure. It should state 3 Holidays for Christmas instead of 2-3 and the total number of holidays should reflect not to exceed 12 paid holidays per year....
- **Action Taken or Recommendation:** Casey to change December 27th to HOL. Casey to present to Senior Staff as a suggested revision to match the Holiday Policy.

Other Information

Next Meeting:	(December 4 th at 1PM)
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Respectfully submitted,

Lynne Modlin.