

(Thursday, December 4, 2014)

# Academic Calendar & Registration Committee

(1-2:45PM)

(Bldg 9 Conference Room)

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

## *Minutes from Meeting (December 4, 2014)*

Agenda Item			
<b>I. Approval of minutes</b>		<b>Presenter:</b>	Casey
<ul style="list-style-type: none"><li>➤ <b>Discussion Item:</b></li><li>➤ Modlin suggested a wording change on Nov. 25<sup>th</sup> minutes from “revising the need for” to the “need for revising”</li><li>➤ Hill moved to accept Nov. 20<sup>th</sup> and Nov 25<sup>th</sup> minutes with the above change. Findley seconded.</li><li>➤ <b>Action Taken or Recommendation</b></li><li>➤ Modlin to make changes to Nov 25<sup>th</sup> minutes and forward for publication.</li></ul>			
<b>II. Review of Registration “Rules”</b>		<b>Presenter:</b>	Richardson/Ange
<ul style="list-style-type: none"><li>➤ <b>Discussion Item</b></li><li>➤ Discussion generated by Casey to update the Committee on the Registration Rules. Richardson &amp; Ange reported that in the past, the Registration Committee would follow the calendar after it was approved in order to schedule the registration dates. Currently, we will try to follow the recent activity of extended registration times with future planning.</li><li>➤ <b>Action Taken or Recommendation</b></li><li>➤ None</li></ul>			
<b>III. Set Registration Dates</b>		<b>Presenter:</b>	Richardson
<ul style="list-style-type: none"><li>➤ <b><u>Discussion Item: 2015 Summer REG Schedule/ Publication of the REG Schedule</u></b></li><li>➤ Hill suggested that with the large number of high school students and the start date for registration being March 30<sup>th</sup> that we need assurance that the schedule will be ready by March 1. Ange suggested adding line items to the schedule: Schedule to Lori-mid Feb, and Final Schedule Published-end of Feb.</li></ul>			

➤ ***Action Taken or Recommendation***

- Richardson to make 2 new entries: Schedule to Lori-mid Feb, and Final Schedule Published-end of Feb.

➤ ***Discussion Item: 2015 Summer REG Schedule***

- Discussion generated about having a Blackout date to allow the registrar and faculty to regroup after the registration process and gear back up for rolling registration throughout the summer

➤ ***Action Taken or Recommendation***

Richardson to make new line item for Blackout Date- 4/20-5/14. Send to Anderson this suggestion and if approved to Dr. Tansey for further approval.

➤ ***Discussion Item: Orientation Dates***

- Discussion that the orientation schedule would have several orientation dates.

➤ ***Action Taken or Recommendation***

Richardson to discuss with Anderson to finalize the orientation dates

➤ ***Discussion Item: Great 8***

- Ange approved the Great 8 with no changes.

➤ ***Action Taken or Recommendation***

None.

➤ ***Discussion Item: 2015 Fall REG Schedule***

- Bills mailed for 2015 Fall-July 7<sup>th</sup>, Last Day to Pay- Aug 7, Deregistration-Aug 10

➤ ***Action Taken or Recommendation***

Richardson to update the 2015 Fall Registration Schedule with the above.

➤ ***Discussion Item: Graduating Students***

- Discussion generated if we need a day for Graduating Students since the new process generates a "rolling/floating registration." After discussion, the group supported to remove the 6/22 Graduating Student day and move it to March 30.

➤ ***Action Taken or Recommendation***

Richardson to update the Combined Summer and Fall Registration Schedule with the above.

➤ ***Discussion Item: 2016 Spring REG Schedule***

- Remove the Returning/New student Orientation/Reg and replace with New Student Orientation. Anderson to finalize the orientation times.

- Bills Mailed-11/3, Last Day to Pay Early Reg-12/11, Deregistration 12/13

- Great 8 registration and FDC need to be updated.

➤ ***Action Taken or Recommendation***

Richardson to update the Combined Spring Registration Schedule with the above.

Richardson to email Ange for the dates of the Great 8 and FDC for 2016 Spring Schedule.

➤ **Discussion Item: 2016 Summer REG Schedule**

➤ Bills mailed for 2016 Summer-April 18 tentatively, Last Day to Pay- May 6, Deregistration-May 6<sup>th</sup> tentatively

➤ Black out date suggested for 4/18-5/13

➤ **Action Taken or Recommendation**

Richardson to update the 2016 Summer Registration Schedule with the above and seek approval from Anderson and Tansey on the Blackout Dates.

**IV. Updated Calendar**

**Presenter:** Casey

➤ **Discussion Item**

➤ Casey suggested the group to look through the sub-committee minutes on November 25<sup>th</sup> to see the outcome of the meeting and to assure that the changes have been made to the calendar presented.

➤ Spring and Summer is the same for both Option A and Option B, Fall has 2 options

➤ Discussion of making Dec 19<sup>th</sup> SFV to allow grades to be entered into the system and mailed.

➤ Modlin suggested the removal of the REG day in the summer on both options. The contracted days equaled 34 with making this day a class day. As per the Nov 25<sup>th</sup> meeting, the group was informed of the suggestion of the summer reflecting, 32 instructional days, 1 REG day at the beginning for late registration, and 1 FWD that would replace the second registration day and this FWD would be tapped on the end of the Summer Semester. The group approved this suggestion in lieu of the current floating registration that occurs during the summer. We will no longer need a REG, No Class day.

➤ **Action Taken or Recommendation**

➤ Casey and Findley to present this suggestion to Senior Staff for an approved change on the Academic Calendar Planning Procedure before we move forward with sharing the calendar with faculty and staff.

**Other Information**

**Next Meeting:** To be determined after the Senior Staff approval of recommendations

Respectfully Submitted,

*Lynne Modlin.*