

<b>Academic Calendar &amp; Registration Committee</b>		<b>(Monday, March 16, 2015)</b>	
		<b>(2-3PM)</b>	
		<b>(Bldg 9 Conference Room)</b>	
<b>Chair:</b>	Beth Casey		
<b>Vice-chair:</b>	Edie Findley	<b>Secretary:</b>	Lynne Modlin
<b>Members Attending:</b>	Edie Findley, Crystal Ange, Rick Anderson, Bebe Major, Camille Richardson, Megan Sommers, Lisa Hill, Lynne Modlin		
<b>Members Absent:</b>	Beth Casey, Richie Alligood, Randy Burnette		
<b><i>Minutes from Meeting (March 16, 2015)</i></b>			
<b>Agenda Item</b>			
<b>I. Approval of minutes Feb 3, 2015</b>		<b>Presenter:</b>	Committee
<ul style="list-style-type: none"> <li>➤ <b>Discussion Item:</b> Camille Richarson approved minutes. Lisa Hill seconded.</li> <li>➤ <b>Action Taken or Recommendation:</b> None</li> </ul>			
<b>II. Status of Registration Dates for 2015-2016</b>		<b>Presenter:</b>	Camille Richardson, Rick Anderson
<ul style="list-style-type: none"> <li>➤ <b>Discussion Item:</b> Combined Summer and Fall was presented. Certain items were addressed specifically such as registration closed dates. During this time, the Advising center will be open for students for counseling/advising. The week of Easter break, the students will be seen by Deans on campus for advising. The registration closed dates are May 7,8,11 and Aug 4, 5, 6.</li> <li>➤ Changes to the 2015 Fall Schedule: <ul style="list-style-type: none"> <li>*Registration Period is May 19-Aug 14.</li> <li>*Spelling of registration on 8/11 should be corrected.</li> <li>*Remove Drop Add with Faculty 8/18-8/27</li> <li>*Remove Registration Closed 12/7-12/22 and consider closure dates to be the Exam Days and another day for a total of 3 days to allow Registrar time to get grades in and prepare for the return of registration.</li> </ul> </li> <li>➤ 2016 Spring Schedule and Summer Schedule were tabled until next meeting.</li> <li>➤ <b>Action Taken or Recommendation:</b> Make changes as noted above. Discuss 2016 Spring and Summer Schedule at next meeting.</li> </ul>			

**III. Identification of additional registration concerns for future semesters**

**Presenter:**

Crystal Ange

➤ Discussion Item:

**Academic Calendar for students/users:**

\*Making a student/user friendly read of the Registration Schedule. Currently we have an Academic Calendar that is created by Sarah Hudson. Camille R and Sarah H are currently communicating the dates to assure they are correct. It is important to our organization to disseminate information that is correct and in this charge, it was suggested to have the Academic Calendar, the Registration Schedule, and the Instructional Calendar all housed in one location after approval so that when one document changes, all will be changed at the same time.

\*Process would include: Camille R and Sarah H communicating and verifying dates are correct. Once verified, the document will be sent to Rick Anderson, who will forward to all and email the documents to Bebe Major to house these documents with the Instructional Calendar. When changes are approved by Senior Staff, Major is notified so the changes can be made. The committee will discuss further, the changing of all documents after Senior Staff approval and how these documents will be disseminated.

➤ **Drop/Add with Faculty**

Beginning August of 2015, faculty will no longer drop or add students after the first day of classes due to unforeseen cost that the campus has endured related to Financial Aid penalties and reimbursements. The process will be that the students will get their forms signed and then carry the form to the Registrar's office for completion.

➤ Action Taken or Recommendation:

The committee will discuss further, the changing of all documents (Registration Schedule, Academic Calendar, and Instructional Calendar) after Senior Staff approval and how some of these documents will be disseminated. Currently the Instructional Calendar is posted on the home page. The discussion will be more related to the Registration Schedule and/or Academic Calendar).

***Other Information***

**Next Meeting:**

(To be determined by Doodle Poll, looking at 2 weeks)

Respectfully submitted,

*Lynne Modlin.*