

Committee/Academic Calendar

(Wed, Sept. 25, 2013)

(830-930)

(Bldg 12)

Chair: Lynne Modlin

Vice-chair: Lisa Hill

Secretary: Morgan Roberson

Members Attending: Dr. Tansey, Brown McFadden, Lisa Hill, Melvin Lodge, Tashawna Scott, Ben Cole, and Lynne Modlin

Members Absent: Morgan Roberson, Beth Casey, Marion Porter, Morgan Roberson

Minutes from Meeting (September 25, 2013)

Agenda Item

I. Opening Statements

Presenter: Dr. Tansey

- **Discussion Item:** Discussed how the committee was formulated to bring a collective voice across campus for the needs of all parties involved: Staff, Students, and Faculty.
- **Action Taken or Recommendation :** None

II. Purpose of Academic Calendar

Presenter: Lynne Modlin.

- **Discussion Item:** Read the purpose as written on page 4 of the Faculty and Staff Policy Manual. Discussed that we as a committee could carry the calendar to our respected places of Faculty Senate and Staff Association in order to get a collective voice of ideas and concerns to assure the calendar addresses the needs of all involved. Once we have shared our findings, we will then provide the options to the VPs for the survey within their areas.

Discussed with Lisa Hill, ECHS liaison, that reports the school systems are waiting on the college calendar in order to create their calendar.

- **Action Taken or Recommendation:** Once options of the calendar are created, the Staff and Faculty will be presented to the Faculty Senate and Staff Association for a more collective voice. Once the final options are completed, the committee will send the options to the VPs for survey.

Lisa Hill is to submit the 2014-2015 Academic Calendar to the respective schools in order to aid in the operations of both the BCS and the BCCC calendars. The approved calendar can be obtained from our website home page under Academic Calendar.

III. Election of Officers

Presenter: Lynne Modlin

- **Discussion Item:** The floor was open for the election of officers in the realm of Chair, Vice-Chair, and Secretary
- **Action Taken or Recommendation :** Lynne Modlin elected Chair, Lisa Hill elected Vice-Chair, Morgan Roberson elected Secretary

IV. Academic Calendar Guidelines

Presenter: Lynne Modlin

- **Discussion Item:** Distributed the 2012 Academic Calendar Guidelines to the committee. We discussed that there should be some additional line items (summer guide) to be included, clarification of VI. Registration Days to be consistent with the line item V., as well as the clarification of VII. Exam Days not to be counted in the 16 day count to read If additional days are needed for exams and cannot be accomplished on the last day of classes, these extra days should not be included in the 16 count. Dr.

Tansey even interjected earlier in the meeting of having identified some sort of revision. This Guide will need to go under revision.

Discussed line item V. that covers 86 contract days. Members requested clarification for the 86 days and if this was state mandated or campus mandated?

Discussed if web advisor would better aid the faculty and student so that registration days would not have to be scheduled as a FWD or additional workday. McFadden felt that there would be an 80% reduction in faculty needs with Webinar once it is into effect. Cole stated that we could even have registration days extended with the Webinar feature to better aid the students with registration in online environment.

- **Action Taken or Recommendation:** Guidelines need to be revised after diligent review of various items. Ben Cole and Lynne Modlin to research other community colleges to see if there is a standard in 86 days vs. 80 days. Lynne Modlin to research the Community College website to see if there is documentation of a standard guideline. Brown McFadden to research other community colleges that use Webinar to see if the faculty demands are as crucial during registration with the use of webinar.

V. NEXT MEETING

Presenter: Lynne Modlin

- **Discussion Item:** Faculty and Staff to look at their calendars for the week of Oct. 21, 22, and 23 to see when would be a better time to meet.
- **Action Taken or Recommendation:** Cole, McFadden and Modlin will bring forth their findings on the items listed above. Once we have validation of the guidelines and suggestions, we can move forward to creating options for the 2015-2016 calendar.

Other Information

Next Meeting: (To be determined)

**Respectfully Submitted,
Lynne Modlin.**