

Academic Calendar and Registration Committee		Friday, September 5, 2014	
		1-2 pm	
		Conference Room Bldg 9	
Chair:	Beth Casey		
Vice-chair:	Edie Findley	Secretary:	Lynne Modlin
Members Attending:	Edie Findley, Camille Richardson, Richie Alligood, Lisa Hill, Megan Sommers, , Beth Casey, Crystal Ange, Rick Anderson, and Lynne Modlin		
Members Absent:	Randy Burnette		
Minutes from Meeting (Sept 5, 2014)			
Agenda Item			
I. Election of Officers		Presenter:	Edie Findley
<ul style="list-style-type: none"> ➤ Discussion Item: The floor was opened for nominations. Lynne Modlin discussed the need of growing the committee by allowing others to Chair this Committee. Modlin will be rotated off after this year and though willing to Chair, felt that mentoring others to the role would be the best option for the committee. Edie Findley volunteered for Vice Chair. Beth Casey was nominated for Chair. Lynne Modlin agreed to be Secretary. ➤ Action Taken or Recommendation: The committee voted Beth Casey Chair, Edie Findley Vice Chair, and Lynne Modlin Secretary. 			
II. Discuss Purpose of the Committee		Presenter:	Edie Findley
<ul style="list-style-type: none"> ➤ Discussion Item: Findley distributed documents of the Purpose of the Academic Calendar & Registration Committee as well as the Academic Calendar Planning Procedure. Discussed the purpose of bringing together representations from different divisions and staff to formulate the Academic Calendar according to the Planning Procedure to best benefit students, staff, and faculty. ➤ Action Taken or Recommendation: None 			
III. Next Meeting Date		Presenter:	Edie Findley
<ul style="list-style-type: none"> ➤ Discussion Item: Days were discussed. Thursdays seemed to be the consensus. Modlin suggested the Chair, Vice Chair, and Secretary try to formulate a calendar for 2016-2017 first. Once this sample calendar is created, we could send out a "Doodle Poll" of our next meeting date. All agreed ➤ Action Taken or Recommendation: Doodle Poll will be sent after the sample calendar has been created. 			
IV. Registration Dates		Presenter:	Crystal Ange
<ul style="list-style-type: none"> ➤ Discussion Item: <ol style="list-style-type: none"> 1. Dr. Ange discussed how the Registration dates need to correlate with the calendar. Discussion of when Fall Registration Dates should fall. L. Hill suggested the Registration date should start as already documented on the calendar for the Fall of 2014, registering for the spring, since this is what has already been published. Committee agreed with no Pre- 			

Advising since we set open registration for an extended amount of time.

2. Discussion of the "Great 8" being established in the beginning of the semester as opposed to mid semester. Discussion was generated about the pros and cons. Dr. Ange to meet with Deans to gather more information.

➤ **Action Taken or Recommendation:**

1. Fall Registration for spring classes: October 28th through November 7 with NO pre-advising. October 27th would be for graduating students as done in previous years.
2. Dr. Ange to discuss with Deans the "Great 8" and having those classes established early.

V. Building Calendar with Reg Dates

Presenter: Crystal Ange

- **Discussion Item:** Richardson and Findley discussed that Registration dates were set by the Academic Calendar Committee in years past and was not conducive for those working in the registrars office. With the combining of both committees, we will collectively work on creating a Registration week and Late Registration that will be more conducive for all involved when feasible

- **Action Taken or Recommendation:** Richardson to send the scheduled Registration dates that have already been formulated to integrate into the Calendar

Other Information

Next Meeting:

To be determined via Doodle Poll

Respectfully Submitted,

Lynne Modlin.