COMMITTEE: Calendar Committee

1. Membership (include ex-officio members).

Terry Jones (vice chair) Allied Health Sciences
Sachiyo Shearman Communication
Shanan Gibson (chair) Business
John Crammer (secretary) Mathematics
Reid Parker Theatre and Dance
Margit Schmidt Biology
Charles Lesko Technology and Computer Science

Ex-Officio (with vote)
Angela Anderson Rep. of Chancellor-Registrar
Angela Anderson Rep. of VC for Academic and Student Affairs-Registrar
Patrick Carr Rep. of Chair of the Faculty-Academic Library Services
Kimberly Heidal Rep. of Faculty Senate-Nutrition and Dietetics
Carly Terrier Rep. of SGA

2. Meeting Dates (include members present*).

* and members who contributed to committee action, but were not at the meeting.

August 26, 2010
Terry Jones, Sachiyo Shearman, Shanan Gibson, Reid Parker, Margit Schmidt, John Crammer, Angela Anderson, Patrick Carr, Kimberly Heidal

September 21, 2010
Terry Jones, Sachiyo Shearman, Shanan Gibson, Margit Schmidt, John Crammer, Angela Anderson, Patrick Carr, Kimberly Heidal

October 21, 2010
Terry Jones, Shanan Gibson, Margit Schmidt, John Crammer, Charles Lesko, Angela Anderson, Patrick Carr, Kimberly Heidal

January 12, 2011
Terry Jones, Shanan Gibson, Margit Schmidt, John Crammer, Charles Lesko, Sachiyo Shearman, Reid Parker, Angela Anderson, Patrick Carr, Kimberly Heidal

February 16, 2011
Terry Jones, Shanan Gibson, John Crammer, Charles Lesko, Sachiyo Shearman, Reid Parker, Angela Anderson, Kimberly Heidal

April 27, 2011
Sachiyo Shearman, Shanan Gibson, John Crammer, Reid Parker, Margit Schmidt, Charles Lesko, Angela Anderson, Patrick Carr, Kimberly Heidal
3. Subcommittees established during the year (include progress and/or completion of work). None.

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.
   - Worked with ITCS (JoLynne Daughtry) and the Registrar’s Office to create and update downloadable (visual) calendar and establish procedure for future years.
   - Created a procedure for dealing with editorial changes and revisions to previously approved calendars (placed on internal guidelines).
   - Modified Spring 2012 calendar to start classes on Monday rather than Friday (at the request of the administration)
   - Include Distance Education classes in the exam schedule.

5. Reports to the Faculty Senate (include dates and resolution numbers).
   - Revised Spring 2012 calendar to the Faculty Senate for approval (11-03)
   - Academic Calendars for Summer 2012, Fall 2012, and Spring 2013 (11-37)

6. Business carried over to next year (list in priority order).
   - In addition to the current narrative form of the calendar, create a version in the form of a visual calendar for download to Outlook (with ITCS). Ask ITCS about viability of a download to google calendar, too.
   - Add procedure on editorial changes to the Calendar Committee website.
   - Continue communication and coordination with Pitt Community College and Pitt County Schools.
   - Consider creating faculty information & administrative functions calendars separate from the academic calendar.
   - Inform departments scheduling 5:00 pm classes of potential conflicts with previously scheduled common exams.
   - Establish dates for latest end of Fall Semester and earliest start of Spring Semester.

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).
   A. Charge: No problems
   B. Personnel: The committee worked well together. The SGA student representative never attended a meeting.
   C. Attendance: Faculty teaching schedules limit choices of when the committee can meet; however, there were no meetings at which we lacked a quorum.
   D. Responsibilities: No problems
   E. Activities: The committee created a calendar for the 2012-2013 academic year, as is its charge.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.
9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? No.

If yes, when do you prefer: ____________________________________________

Signed: Chairperson ____________________________

Secretary ________________________________