Committee: Calendar Committee

1. Membership (include ex-officio members).

Johna Faulconer  Education
Brent Henze  English
Charles Lesko (chair)  Technology and Computer Science
Reid Parker (vice chair)  Theatre and Dance
Margit Schmidt  Biology
Ralph Scott  Academic Library Services
Sachiyo Shearman  Communication
(vice chair)

Ex-Officio (with vote)
Angela Anderson  Rep. of Provost and VC for Academic Affairs
Kathy Cox  Rep. of Chair of the Faculty
Mark Richardson  Rep. of Faculty Senate
Marcella Camara  Rep. of Student Body

2. Meeting Dates (include members present*).

August 31, 2011
  Brent Henze, Charles Lesko, Reid Parker, Sachiyo Shearman, Angela Anderson,
  Lori Lee, Mark Richardson, Marianna Walker

September 21, 2011
  Brent Henze, Charles Lesko, Ralph Scott, Margit Schmidt, Sachiyo Shearman,
  Kathy Cox, Angela Anderson, Mark Richardson

October 19, 2011
  Brent Henze, Charles Lesko, Johna Faulconer, Reid Parker, Ralph Scott,
  Margit Schmidt, Sachiyo Shearman, Mark Richardson, Angela Anderson,
  Marcella Camara, Brian Hall (ITCS)

November 30, 2011
  Charles Lesko, Reid Parker, Ralph Scott, Margit Schmidt, Sachiyo Shearman,
  Angela Anderson, Lori Lee, Mark Richardson, Marcella Camara

January 18, 2012
  Charles Lesko, Johna Faulconer, Reid Parker, Ralph Scott, Sachiyo Shearman,
  Angela Anderson, Lori Lee, Mark Richardson, Marcella Camara

February 15, 2011
  Charles Lesko, Reid Parker, Ralph Scott, Sachiyo Shearman,
  Kathy Cox, Lori Lee, Mark Richardson, Marcella Camara

March 21, 2012
  Charles Lesko, Reid Parker, Ralph Scott, Margit Schmidt, Sachiyo Shearman,
  Angela Anderson, Mark Richardson
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 (Brian Hall) to create downloadable (visual) calendar and establish procedure for future years.
   - Contacted Pitt Community College and Pitt County Schools to discuss a possibility to coordinate future academic calendars.
   - Discussed a procedure for dealing with editorial changes and revisions to previously approved calendars.
   - Discussed having a separate administrative calendar, besides academic calendar.

5. Reports to the Faculty Senate (include dates and resolution numbers).
   - Faculty Senate Agenda (November 1, 2011 /#11-95) – Formal Faculty Advice on Proposed Adverse Weather/Conditions and Emergency Closings (attachment 10).
   - Faculty Senate Agenda (March 27, 2012 /#12-51) – Proposed revisions to Policy for Making Up Missed Class Days (attachment 15).
   - Faculty Senate Agenda (March 27, 2012 /#12-52) – Proposed Summer 2013 – Spring 2014 University Calendars (attachment 16).
   - Faculty Senate Agenda (April 17, 2012 /#12-59) – Revised Summer 2012 University Calendar (attachment 2).
   - Faculty Senate Agenda (April 17, 2012 /#12-60) – Proposed Summer 2013 – Spring 2014 University Calendars (attachment 3).

6. Business carried over to next year (list in priority order).
   - Create a procedure for dealing with editorial changes and revisions to previously approved calendars.
   - Create two separate calendars: academic calendar and administrative calendar.
   - Work with ITCS to create downloadable (visual) calendar and establish procedure for future years.
   - Establish dates for latest end of Fall Semester and earliest start of Spring Semester.
   - Continue communication and coordination with Pitt Community College and Pitt County Schools.

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.
   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 2013-2014 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.

Signed: Charles Lesko, Chairperson

Sachiyo Shearman, Secretary