Calendar Committee  
Meeting Minutes of Thursday, February 2, 2017

Start time: 3:30  End time: 4:30 PM  
Location: Rawl Annex 142  
Purpose: Scheduled Monthly Meeting

Attendees:  
Regular Members: Jeanne Hoover, Jennifer Radloff, Margit Schmidt, Mark McCarthy, Lynne Modlin, Nanyoung Kim, Jeni Parker  
Ex-officio Members: Angela Anderson, Tom McConnell, Jane Manner, Michelle Kellett  
Guest: Lori Lee

1. Opening (5 minutes)  
   1.1 Review Agenda/Attendance  
   1.2 Review minutes of previous meeting  
   Minutes approved with one minor date clarification  
   1.3 Approval of minutes of previous meeting  

2. 2018-2019 Academic Calendars Final Exam Schedule Change (15 minutes)  
   Mark McCarthy  
   Fall 17-18 changes of removing CHEM exam time from Reading day and will move back to original exam schedule with CHEM not having common exam time. Reading day would be a full day again; 5pm M/W and T/R would move into common exam time slots  
   Will make these changes on the 18/19 calendar. Needs to be edited on these calendars.  
   Motion approved unanimously

3. 2017 – 2018 Final Exam Schedule change (5 minutes)  
   Mark McCarthy  
   Same changes as the 2018-2019 calendars. Motion approved unanimously

4. Finalize Survey/Dates for Belk/Minges Class time issues (15 minutes)  
   Mark McCarthy  
   Jeanne Hoover to finalize and gain approval from Survey Committee. Once approved, send survey out next week and close before Spring Break so that we can submit to Faculty Senate later this spring; if approved by Faculty Senate then would go into effect Spring 2018. Calendar Committee to meet March 16th so that we can put together results for submission to Faculty Senate end of March.  
   Motion approved unanimously

5. Five year calendar discussion/dates; additional three years to already approved calendars (15 minutes)  
   Mark McCarthy  
   Motion to maintain the current development plan of calendars.  
   Motion approved unanimously

6. New Business (5 minutes)  
   None.  
   Mark McCarthy

7. End Items (5 minutes)  
   5.1 Review Action Items  
   5.2 Next meeting slated for Thursday, March 16th  
   5.3 Adjourn Meeting  
   Jennifer Radloff  
   Mark McCarthy