CALENDAR COMMITTEE MEETING MINUTES

MEETING DATE: November 28, 2012
ATTENDEES: Charles Lesko, Mark Bowler, Mark McCarthy, Kimberly Heidal, Margit Schmidt, Ralph Scott, Sachiyo Shearman
EX-OFFICIO: Angela Anderson, Bill McCartney, Kylie Dotson-Blake, Ron Preston
GUESTS: Lori Lee

The meeting was called to order at 12:05pm in Rawl 142 by Charles Lesko. Minutes from the previous meeting was approved with some edits suggested by Mark McCarthy. Agenda for the current meeting was approved.

Charles asked the committee if we would like to review the split calendar (Academic Calendar and Student Application/Processing Calendar) first and if this change is not approved by the Faculty Senate, we can put two calendars back together as a main academic calendar. The committee agreed.

Charles suggested that we need to clarify two issues: who owns these calendars and procedures to create/edit these calendars. Ralph Scott stated that the Student Application/Processing Dates should be derived from the university academic calendars. He also stated that it may be better if we call it Student Application/Processing Dates rather than Calendar. Kylie Dotson-Blake noted that the name makes sense if Student Application/Processing dates are derived from the Academic Calendar.

Charles stated that the committee needs to work on the procedural details for creating both calendars. Lori Lee stated that one way to do this is for the calendar committee to work on the Academic Calendars ahead of the time, while Angela Anderson work on those dates that need coordination with various other offices such the Financial Aids office, the Registrar’s Office, and the Cashier’s Office. Angela Anderson stated that she can work on those dates that are included in the Student Application/Processing Calendar, adding that she can work on these dates and bring it to this committee for feedback. Charles Lesko replied that this committee should assist administration for student application/processing dates. Ralph Scott stated that we can give feedback but these dates are not the primary concern for the faculty. Angela Anderson stated that this committee set the parameters by which the key dates included in the Student Application/Processing Calendar should be created. The committee will provide feedback to the committee. Kylie Dotson-Blake agreed with the procedure stated by Angela. Bill McCartney noted that it makes sense that this committee has some sort of influence on these administrative dates, so that the faculty members have some say on the issue. Kimberly Heidal suggested that we can bring up the issue to the Faculty Senate for their feedback.

Charles Lesko stated that our main charge is creating academic calendar, and not the administrative calendar (or Student Application/Processing Dates). Lori Lee noted that the committee’s charge states that this committee deals with “calendar matters” and she added that the committee can work on the academic calendar ahead of the time. Charles stated that we can easily work on the academic calendar ahead of the time, especially if student application/processing dates are not included. Charles Lesko stated that, according to the committee’s charge, the focus is not on administrative dates, but the academic calendar became a little cluttered with more and more administrative dates. Lori stated that the committee’s charge could be changed, and as the committee may be working on the academic calendars further ahead, so Angela would be working behind. For example, the committee could be working on 2015-2016 academic calendar and 2013-2014 administrative calendar.

Mark Bowler asked do we still have to bring the administrative calendar to the Faculty Senate? Charles noted that the key point here is for us to have two separate processes in making changes, so that a date change for the student processing/application calendar can be done in a timely manner. Mark McCarthy stated that we need to take the word, calendar, out and call it Student Application/Processing Deadline or something. The committee discussed and agreed to use the term, 2014-2015 Student Application/Processing Deadline.
Charles stated that our next meeting will be on January 28th, Wednesday. The meeting was adjourned at 12:55pm.