

CALENDAR COMMITTEE MEETING MINUTES

MEETING DATE: August 31, 2011

ATTENDEES: Brent Henze, Charles Lesko, Reid Parker, Sachiyo Shearman

EX-OFFICIO: Angela Anderson, Mark Richardson

GUESTS: Marianna Walker, Lori Lee

Marianna Walker suggested the committee members to introduce each other and then elect the committee officers. Sachiyo Shearman self-nominated to be the secretary. Reid Parker nominated Charles Lesko to be the chair, and himself being the vice-chair. Charles Lesko agreed with the nomination.

The meeting was called to order at 12:30 pm in Rawl 142 by Charles Lesko. Marianna Walker noted that the pressing agenda is to discuss the policy for making up missed class days (FSR #06-14). Angela Anderson clarified the history and details of the policy that has been passed by the faculty senate. Lesko clarified how the designated make-up days for Fall semester work in this current semester with actual dates. Shearman motioned to accept the policy for making up missed class days. Reid seconded. Committee approved the policy.

The committee discussed the time and date for future University Calendar Committee meetings to be between noon-1pm on third Wednesdays of every month (except for the month of December). The following are the dates for the committee meetings during this academic year.

- Wednesday, September 21, 2011
- Wednesday, October 19, 2011
- Wednesday, November 16, 2011
- Wednesday, January 18, 2012
- Wednesday, February 15, 2012
- Wednesday, March 21, 2012
- Wednesday, April 18, 2012

Lesko stated that our next agenda is to review current examination schedule verbiage that is scheduled in all University calendars to clarify concerns (see attachment). Henze suggested us reading this attachment individually and table this item to our next meeting. The committee agreed.

Lesko asked for the information about the university calendar to be downloadable to Outlook and Google calendar. Henze noted that we may want to start with one system to prevent human error. Walker suggested us to consider inviting the ITCS person for our next meeting to get more information. Parker agreed to contact ITCS regarding this matter.

Lesko stated that we need to add procedure on editorial changes to the calendar committee website. Anderson volunteered to create a procedural statement. Lesko noted that we will take time in next meeting to discuss this issue.

Lesko stated that next item on the agenda is to continue communication and coordination with Pitt Community College and Pitt County Schools. Parker will get in touch with the Pitt School County calendar committee, while Shearman will get in touch with the Pitt Community College calendar committee.

Lesko suggested the rest of agendas will be discussed at our next meeting.

The meeting was adjourned at 1:37 pm.