CALENDAR COMMITTEE

Tuesday, September 14, 1999, at 3:30 p.m.

ACTIONS OF MEETING

1. David Glascoff introduced and welcomed the SGA Representative - Brent Queen

2. Minutes of 8/24/99 were approved as distributed.

3. David Glascoff requested that committee members review items on the agenda and identify those items that members choose to work on over the next month or two. Subcommittee members for the items are as follows:

   Item 2 a: Salman Abdulali, Bill Clutter, Roger Rulifson, and David Glascoff

   Item 2 b: Lane Kenworthy

   Item 2 c: Bob Denney, Angela Anderson, and Karen L. Elberson

   Item 2 d: Angela Anderson

   Item 2 e: Brent Queen and David Glascoff

   Item 2 f: Bob Denney, Trenton Davis, and Roger Rulifson

4. Preparation of Committee Goals for 1999-2000 was addressed by David Glascoff. Goal 1 - Archive minutes/guidelines related to Calendar Committee. Rationale - Assists in smooth transition period for subsequent Calendar Committee groups. Goal 2 - Reassess business as usual calendar in light of technological advances and limitations. Note - A survey of what the other schools in the NC system are doing is warranted. Goal 3 - Identify the source document(s) for Calendar Guidelines. Goal 4 - Revisit the issue of one week break in May. Goal 5 - Prepare 2002=2003 Calendar for review and approval by Faculty Senate. Consider subcommittee recommendations when preparing the Calendars.

5. David Glascoff plans to consult with John Cramer regarding aspects of calendar/exam schedule development.

6. Next meeting scheduled for Tuesday, October 12, 1999 at 3:30 p.m. Location: TBA.

7. Agenda items for next meeting include:

   l) Report from Angela Anderson re:
Registrar Office issues related to calendar
- Need for avoiding certain high volume
- computer/server use days when scheduling
- early or regular registration. High
- volume days were identified as the last
- day of the month and the 3rd business day
- of the month. 2) Preliminary Report from
- Subcommittee 2a and 3) Preliminary Report
- form Subcommittee 2c.

8. Meeting adjourned at 4:30 p.m.

Respectfully Submitted,

Karen L. Elberson

N.B. Subsequent to this meeting, the date
for the next meeting has been postponed
until Tuesday, October 26, 1999 at 3:30 p.m.
Location: TBA. Notice and agenda will be
forthcoming.