

COMMITTEE: Calendar Committee

MEETING DATE: August 21, 2020

PERSON PRESIDING: Purificación Martínez

REGULAR MEMBERS IN ATTENDANCE: Joseph Lee, Michael Shoaf, Lisa Maag, Katelyn Rouse

EX-OFFICIO MEMBERS IN ATTENDANCE: Angela Anderson, Tom McConnell, Taylor Lawing

OTHERS IN ATTENDANCE: Rachel Baker, Beth Dawson

ACTIONS OF MEETING

Agenda Item: elect officers

Discussion: brief discussion of duties

Action Taken: nominations were seconded; votes were tallied

Assigned additional duties to: Results: Chair—Mark McCarthy; Vice Chair--Michael Shoaf; Secretary--Lisa Maag

Agenda Item:

Other topics raised:

- Meetings will be scheduled as needed (not set on consistent schedule)
- Rachel Baker showed us where to find resources and how to access Share Point
- Business for 2020-2021: Make calendar more visually accessible
- Problem: discrepancy of grad school date for removal of Incomplete Fall 2020; Thomas McConnell will follow up

Discussion:

Action Taken:

Assigned additional duties to:

NEXT MEETING: September 10, 2020

ITEMS TO BE DISCUSSED: Winter break semester calendar