



University Calendar Committee

**Minutes**

Date 09/15/2016 Start Time 8:30 AM Adjournment Time 8:50 AM Location ULIB 3-B  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Ms. Shelley Johnston
<b>SECRETARY</b>	
<b>ATTENDEES</b>	Ms. Shelley Johnston, Ms. Sheau Yun Choo, Dr. Dorothy Davis, Ms. Frankie Everett, Mr. Anthony Malta, Ms. Emily Mike, Mr. Clarence Nash, Ms. Melissa Thorpe, Ms. Nicole Walker
<b>ABSENT (EXCUSED)</b>	Mr. Brandon Bruscato (exc.), Mr. Nick Phillips (exc.), Dr. Donna Rhorer, Ms. Vonny Thornton (exc.)

**Agenda**

<b>GENERAL ANNOUNCEMENTS</b>		
Ms. Johnston welcomed the committee and thanked them for attending. Ms. Johnston advised the committee that after its initial meeting, all correspondence would be made via email.		
<b>DISCUSSION TOPICS</b>		
<ol style="list-style-type: none"> <li>1. A draft of the 2017-2018 calendar was sent via email prior to the meeting for the committee to review. Ms. Johnston opened the floor for discussion regarding any potential issues and advised that the date for Fall Break would be re-evaluated upon the release of the 2017 football schedule.</li> <li>2. Ms. Johnston indicated that a formula was used to ensure that the minimum class meeting minutes required by SACs would be met for the upcoming academic year and that additional minutes would be added to classes in special sessions.</li> <li>3. Dr. Davis indicated that as a faculty member, she would prefer the final exam schedule for graduating seniors return to its previous state of being administered during the regular final exam schedule, as it cheated the graduates of classtime. Mr. Malta advised that due to the commencement ceremony currently being held the week of the regular final exam schedule, the only way to verify that degree candidates met degree requirements is for their finals to be administered seperately in order to allow time for the verification process.</li> <li>4. Ms. Thorpe requested the removal of the comprehensive exam dates for graduate students, as it is no longer applicable. Ms. Thorpe also confirmed that the other dates pertaining to the Graduate School were acceptable as presented.</li> <li>5. Ms. Everett will review/verify the withdrawal dates for each part-of-term.</li> </ol>		
<b>CONCLUSIONS</b>		
Once the withdrawal dates are confirmed, a final draft of the calendar will be sent via email to the committee for their approval prior to being sent to the Vice President of Academic Affairs.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Confirm withdrawal dates.	Ms. Everett	9/16/16
2. Distribute a final draft to the committee for approval.	Ms. Johnston	9/19/16
3. Submit calendar to VP of Academic Affairs.	Ms. Johnston	9/21/16

Approved by committee/council chair  Yes on 9/15/16