

TO: Dr. Eric Pani, Vice President of Academic Affairs  
FROM: William McCown, PhD., Associate Dean and Chair-Calendar Committee  
DATE: June 23, 2015  
RE: Calendar Committee Annual Summary

The Calendar Committee met once as a group during the Academic Year 2014-2015. Committee members suggested that the Chair and Dr. William Barnett generate a tentative academic schedule and then send it to members for approval. Once this was accomplished the schedule was forwarded to the Committee, which approved the calendar as presented. It was then submitted to the Office of Academic Affairs. Subsequent calendar revisions were resolved by the Chair with input from appropriate Committee members and sent again to Academic Affairs for approval.

Thank you for the opportunity to participate in this process.