Minutes

Date: 10/29/2013
Start Time: 9:00 AM
Adjournment Time: 9:40 AM
Location: Sugar 151

Type of Meeting: ☑ Regular  ☐ Special

Chair: Dr. Judy Fellows

Secretary

Attendees: Dr. Judy Fellows, Dr. Leonard Clark, Dr. William Barnett, Ms. Emma Herrock, Dr. Anna Hill, Mr. Anthony Malta, Mr. Gary Russ, Ms. Cori Smit, Ms. Nicole Walker

Absent (Excused): Ms. Shelley Johnston (exc.), Ms. Treina Landrum (exc.)

Agenda

General Announcements

Dr. Fellows welcomed the committee and thanked them for attending. Dr. Fellows told the committee that Dr. Barnett has been working on a computer-generated calendar that would self-populate based on pre-set target dates. This should be very helpful when generating calendars in the future.

Discussion Topics

1. A draft of the 2014-2015 calendar was reviewed. Ms. Herrock indicated that the designated date for Fall Break will not interfere with the 2014 home football schedule.
2. Ms. Smit will send information to Dr. Fellows to verify the "drop" and "add" dates on the calendar.

Conclusions

1. After the "drop" and "add" dates from are confirmed, a final draft of the calendar will be sent to the committee for their approval prior to being sent to Academic Affairs.

Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Confirm &quot;drop&quot; and &quot;add&quot; dates.</td>
<td>Ms. Smit</td>
<td>October 30</td>
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<tr>
<td>2. Distribute a final draft version to committee members for approval.</td>
<td>Dr. Fellows</td>
<td>November 8</td>
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<td>3. Send draft version to Academic Affairs for approval.</td>
<td>Dr. Fellows</td>
<td>November 18</td>
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Template revised August 2013