



University Calendar Committee

Minutes

Date 10/29/2013 Start Time 9:00 AM Adjournment Time 9:40 AM Location Sugar 151
 Type of Meeting Regular Special

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| 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

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| GENERAL ANNOUNCEMENTS | | |
| <p>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.</p> | | |
| DISCUSSION TOPICS | | |
| <ol style="list-style-type: none"> 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 | | |
| <ol style="list-style-type: none"> 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 | PERSON RESPONSIBLE | DEADLINE |
| 1. Confirm "drop" and "add" dates. | Ms. Smit | October 30 |
| 2. Distribute a final draft version to committee members for approval. | Dr. Fellows | November 8 |
| 3. Send draft version to Academic Affairs for approval. | Dr. Fellows | November 18 |