

CALENDAR COMMITTEE MEETING MINUTES
Tuesday, February 16, 2010
Interactive Video Classrooms
Vernon Campus and Century City Campus

Present were: Dr. Gary Don Harkey – Chair, Garry David, Joe Hite, Shana Munson, Nancy Smith, Sjhonton Fanner, Lana Carter, Brandi Ballard, Clara Garza, Annette Bever, and Chad Mueller.

Dr. Harkey stated that he wants to accommodate as many requests as possible as the 2010-2011 Calendar is finalized. However, the College must make sure that the calendar represents scheduling of classes that meet the minimum contact hour requirements. Joe Hite said the dates for open registration will be added as soon as the semester starting and ending dates are finalized.

Referencing the draft copy of the 2010-2011 calendar, Dr. Harkey explained that summer 2010 is locked in and no changes will be made through the first part of August. Final exams for Summer II and Summer 11-week will end on Thursday, August 12 and grades are due no later than 9:00 am on Monday, August 16. Committee members discussed the possibility that problems may arise because the deadline for turning in grades coincides with the faculty development meeting at Century City on the 16th. Ultimately, the committee decided that faculty development would start at 10:00 am on August 16th so any problems with grades being turned in could be addressed.

Dr. Harkey explained that his goal is to schedule final exams and the deadline for turning in grades in a manner that would allow a day or two between the end of one 8-week semester and the beginning of the next 8-week semester. This would allow faculty and students an opportunity to identify adjustments in enrollments necessitated by the student's success or failure for that semester.

The fall 2010 start date will be August 21 for Saturday classes and August 23 for all other classes. Final exams for Fall I will be Saturday, October 9, Monday, October 11, and Tuesday, October 12 and grades will be due no later than 9:00 am on Friday, October 15. Fall I semester may be extended to October 13 due to contact hour requirements so final exam dates may be changed but the deadline for grade submission will remain the same. Fall II will begin on October 16 for Saturday classes and October 18 for all other classes.

Dr. Harkey said another goal is to schedule 2-hour blocks of time for final exams. Dual credit classes, particularly ITV classes that have students in the high school setting, may have to break up the final exam into two 1-hour exams because the high school schedules may not allow for extended class time. Final exams will be Wednesday evening, December 1; Thursday, December 2; Friday, December 3; Saturday, December 4; Monday, December 6 and Tuesday, December 7. Grades are due on Thursday, December 9 at 8:00 am. Faculty development will be December 9th in Vernon.

Spring I and Spring 16-week semesters will begin on January 15 for Saturday classes and January 18 for all other classes. Spring I finals will be Saturday, March 5; Monday, March 7; and Tuesday, March 8. These dates may have to be adjusted in order to meet contact hour requirements.

Spring Break is March 13-19 which mirrors the schedule for MSU, WFISD and Vernon ISD. Spring II semester begins on March 12 for Saturday classes and Monday, March 21 for all other classes. Dr. Harkey expressed concern about requiring Saturday classes to meet on April 23 because the college is closed on Friday, April 22 and the 24th is Easter Sunday. He said we may not be able to avoid meeting on that date because of contact hour requirements.

Spring II and Spring 16-week final exams will be Wednesday, May 4 for evening classes only; Thursday, May 5; Saturday, May 7; Monday, May 9 and Tuesday, May 10. Grades are due by 9:00 am on Thursday, May 12. Faculty development will start at 10:00 am on May 12 at Century City. Commencement ceremonies in Vernon are on Saturday, May 14.

Summer I and Summer 11-week semesters begin on Tuesday, May 31. Final exams for Summer I will be June 29 or 30 depending on contact hour requirements. Summer II will begin July 5 and end August 4 unless contact hour requirements necessitate a later ending date. Summer finals are currently proposed to follow a schedule of 7:00 am; 9:30 am; 1:00 pm; and 3:30 pm for daytime classes. Surgical Technology and LVN Pinning Ceremonies will be rescheduled to August 4th.

Dr. Harkey recommended that the 2010-2011 Calendar be extended to include September through December 2011 for reference sake.