

## **Annual Committee Report**

Committee Name: Calendar

Chairperson: Gary Don Harkey / Joe Hite

List of members: Shana Drury, Kristin Harris, Melissa Elliott, Greg Fowler, Karen Gragg, Joe Johnston, Mark Holcomb, Mary Rivard, Sjohnnton Fanner, Jack Williams, Barbara Jinks, Marissa Underhill, Bettye Hutchins, Maria Servin, Clara Garza, Christie Lehman, Anne Patterson, Michelle Downes, Linda Haney, and Sharon Dennis

Meeting date: February 5, 2016

Accomplishments: Development of the 2016-2017 College Calendar for recommendation to College President and Board of Trustees (attached)

Recommendations: None

Membership suggestions: None

Attachment of agendas and minutes (including attendance)

Submitted by: Gary Don Harkey

Date submitted: June 6, 2016

## CALENDAR COMMITTEE MEETING MINUTES

February 6, 2015

Interactive Video Classrooms

Vernon Campus and Century City Campus

Members present: Gary Don Harkey (Co-Chair), Joe Hite (Co-Chair), Shana Munson, Rita Lee, Karen Gragg, Melissa Elliott, Dina Neal, Maria Servin, Stacy Lallmann, Joe Johnston, Mark Holcomb, Greg Fowler, Kristin Harris, Linda Haney, and Michelle Downes.

Members absent: Sjhonton Fanner, Barbara Jinks, Mike Ruhl, Clara Garza, Christie Lehman, Sandra Godino, and Cathy Bolton.

Dr. Harkey called the meeting to order at 11:00am and thanked everyone for attending. Dr. Harkey had previously e-mailed the proposed calendar for review prior to the meeting. He noted the mandated common calendar dates from the THECB.

Fall 2015: Faculty/Staff Development will be August 17<sup>th</sup>. Classes will be on August 24, 2015. Sports Day will be Thursday, October 15, 2015 separating Fall I and Fall II. Thanksgiving holiday will be the 25<sup>th</sup> – 28<sup>th</sup> of November. Finals will be December 5<sup>th</sup> & 7<sup>th</sup>-10<sup>th</sup>. This will leave one week between the last day of finals and the first day of Christmas break, which will be December 19<sup>th</sup> until January 3<sup>rd</sup>.

Spring 2016: Faculty/Staff Development will be January 11<sup>th</sup>. Spring classes will begin, January 19, 2015 which is the Tuesday following Martin Luther King Jr. Holiday. In order to use spring break as the dividing date between the Spring I and Spring II 8 week semesters, Spring break will be scheduled March 14<sup>th</sup> to March 19<sup>th</sup>. This date differs from MSU and includes the Saturday during spring break but not before. Finals will be May 7<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup>. No May Mini term for 2016. Graduation will be May 14, 2016.

Summer 2016: Classes will begin May 31, 2016. Summer I finals will be June 29<sup>th</sup> and 30<sup>th</sup>. Summer II classes will begin on July 5<sup>th</sup> with Summer II Finals being held August 3<sup>rd</sup> & 4<sup>th</sup>.

A question was presented to the committee regarding spring registration. Normally in the fall, Vernon registration is one day and Century City Center registration is two days. In the spring, both Vernon and Century City On-site registrations have recently been limited to one day each. The question posed being “was one day of registration at Century City enough or do we need two days”? An upcoming issue with extending it to 2 days is the 2017-2018 calendar, which due to the way in which holidays fall, will only allow for one day of registration at both Vernon and Century City Center.

After some discussion Joe Hite recommended we stay with one day for Vernon and Century City Center in the spring and one day for Vernon and two days at the Century City Center in the fall. Motion passed by acclamation

Clarification was also sought in regards to Sports Day: No Classes on Sports Day includes night classes.

Dina Neal made a motion to send the proposed calendar to the next board meeting for review. Melissa Elliott seconded and the motion passed unanimously.

There being no further business, Melissa Elliott motioned for the meeting to be adjourned. Shana Munson seconded the motion and the meeting was adjourned at 11:40am.

# PROPOSED COLLEGE CALENDAR 2015 - 2016

## FALL SEMESTER, 2015

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	August 4
College Wide Faculty and Staff Development	August 17
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	August 18
On-site Advising, Course Scheduling & Final Registration at Century City Center^	August 19-20
Instructional Services Faculty Development	August 21
Fall 16-week & Fall I Classes Begin	August 24
Fall 16-week & Fall I Schedule Changes	August 24-26
Labor Day - No Classes & All VC Locations Closed	September 7
Fall I Final Examinations~	October 13-14
Fall II On-site Advising, Course Scheduling & Final Registration at Century City Center^	October 13
Fall II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	October 14
Vernon College Sports Day - No Classes	October 15
Fall II Classes Begin	October 19
Fall II Schedule Changes ^	October 19-20
Thanksgiving Holidays - No Classes & All VC Locations Closed	November 25-28
Fall 16-week & Fall II Final Examinations~	December 5 & 7-10
December Mini On-site Advising, Course Scheduling & Final Registration^	December 11
December Mini Classes Begin	December 11
December Mini Schedule Changes	December 11
Commencement - No Ceremony	December 12
Christmas Break & All VC Locations Closed	Dec. 19- Jan. 3
December Mini Final Examinations~	January 4, 2016

## SPRING SEMESTER, 2016

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	December 9, 2015
College Wide Faculty and Staff Development	January 11
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	January 13
On-site Advising, Course Scheduling & Final Registration at Century City Center^	January 14
Instructional Services Faculty Development	January 15
Martin Luther King Jr. Birthday Observed - No Classes & All VC Locations Closed	January 18
Spring 16-week & Spring I Classes Begin	January 19
Spring 16-week & Spring I Schedule Changes	January 19-21
Spring I Final Examinations~	March 9-10
Spring II On-site Advising, Course Scheduling & Final Registration at Century City Center^	March 9
Spring II On Site Advising, Course Scheduling & Final Registration at Vernon campus^	March 10
Spring Break - No Classes & All VC Locations Closed	March 14-19
Spring II Classes Begin	March 21
Spring II Schedule Changes	March 21-22
Easter Holiday - No Classes & All VC Locations Closed	March 25-26
Spring 16-week & Spring II Final Examinations~	May 7 & 9-12
Commencement - Ceremony at 10:30 a.m.	May 14

## SUMMER SEMESTER, 2016

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center^	May 6
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	May 25
On-site Advising, Course Scheduling & Final Registration at Century City Center^	May 26
Memorial Day Holiday - All VC Locations Closed	May 30
Summer 11-week and Summer I Classes Begin	May 31
Summer 11-week and Summer I Schedule Changes ^	May 31 –June 1
Summer I Final Examinations~	June 29-30
Summer II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	June 29
Summer II On-site Advising, Course Scheduling & Final Registration at Century City Center^	June 30
Independence Day Holiday - No Classes & All VC Locations Closed	July 4
Summer II Classes Begin	July 5
Summer II Schedule Changes	July 5-6
Summer 11-week & Summer II Final Examinations~	August 3-4
Commencement - No Ceremony	August 6

\*Active Duty Military Personnel, Sheppard Civilian Employees, National Guard & Reserve, Military Dependents & Retirees with appropriate ID card.

^See registration schedule for designated times & dates

~See final exam schedule