

Annual Committee Report

Committee Name: Calendar

Chairperson: Gary Don Harkey / Joe Hite

List of members: Shana Drury, Kristin Harris, Melissa Elliott, Greg Fowler, Paula Whitman, 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 3, 2017

Accomplishments: Development of the 2017-2018 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 1, 2017

CALENDAR COMMITTEE MEETING MINUTES

February 3, 2017

Interactive Video Classrooms

Vernon Campus and Century City Center

Members present: Gary Don Harkey (Co-Chair), Joe Hite (Co-Chair), Shana Drury, Melissa Elliott, Christie Lehman, Anne Patterson, Sharon Dennis, Jack Williams, Paula Whitman, Joe Johnston, Greg Fowler, Kristin Harris, Barbara Jinks, Marissa Underhill, Bettye Hutchins, Linda Haney, Amanda Raines, and Michelle Downes.

Members absent: Sjhonton Fanner, Clara Garza, Mary Rivard, Mark Holcomb, and Maria Servin,

Dr. Harkey called the meeting to order at 10:00am and thanked everyone for attending. Dr. Harkey had previously e-mailed a rough draft of the Vernon College 2017-18 proposed calendar, the THECB mandated common calendar, the 2017-2018 calendar year, and the 2017-18 Academic Calendar from Midwestern State University for review prior to the meeting. He noted the mandated common calendar dates from the THECB has added wording stating that schools starting their semesters within seven (7) days of the published date are considered to be in compliance.

Fall 2017: There was discussion about moving sports day from a Thursday to a Tuesday so that during the fall semester students would only miss one Monday, one Tuesday, one Wednesday, and one Thursday. This would provide a more equitable learning experience for students enrolled in lab courses in which the labs meet once per week. It was suggested to move sports day to October 10th, schedule final exams for October 11th and 12th, with fall I grades due on Friday, October 13th. Paula Whitman made a motion to make those changes, Greg Fowler seconded the motion, and the motion passed by a unanimous vote. Fall and fall I classes will begin on August 21st and fall II classes will begin on October 16th. Thanksgiving holiday will be November 22nd -25th. Christmas break will be December 16th through January 1st. December mini classes will begin on December 8th through January 1st with grades due on January 2nd.

Spring 2017: Faculty/Staff development will be on January 8th. For registration it was discussed and agreed that for spring registration at Century City Center we should have 2 days in order to provide enhanced customer service for our students. Consequently, registration at Vernon Campus will be scheduled for January 9th with registrations at Century City Center scheduled for January 10th and 11th. Classes will begin on January 16th. Spring Break is scheduled for March 12th -17th and will once again separate the spring I and spring II terms. Scheduling this week for Spring Break will also allow for alignment with Midwestern State University and the service area ISD's.

Summer 2017: It was discussed that in order to get the full 5^{1/2} weeks in prior to the July 4th holiday, summer I classes should begin on May 30th. This would not provide sufficient time for a May mini semester in between the end of spring and the beginning of summer classes. The committee unanimously agreed to recommend that summer and summer I classes begin on May 30th with summer I ending July 3rd, and that summer II classes begin on July 9th with finals for summer and summer II scheduled for August 8th and 9th.

Greg Fowler made a motion the proposed calendar be submitted to the VC Board of Trustees for their review at the February 15th board meeting. The motion was seconded by Shana Drury and the motion passed unanimously.

There being no further business, Dr. Harkey adjourned the meeting at 10:38 am.

COLLEGE CALENDAR 2017-2018

FALL SEMESTER, 2017

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	August 1
College Wide Faculty and Staff Development	August 14
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	August 15
On-site Advising, Course Scheduling & Final Registration at Century City Center^	August 16-17
Instructional Services Faculty Development	August 18
Fall 16-week & Fall I Classes Begin	August 21
Fall 16-week & Fall I Schedule Changes	August 21-23
Labor Day - No Classes & All VC Locations Closed	September 4
Vernon College Sports Day	October 10
Fall I Final Examinations	October 11-12
Fall II On-site Advising, Course Scheduling & Final Registration at Century City Center^	October 11
Fall II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	October 12
Fall II Classes Begin	October 16
Fall II Schedule Changes ^	October 16-17
Thanksgiving Holidays - No Classes & All VC Locations Closed	November 22-25
Fall 16-week & Fall II Final Examinations~	December 4-8
December Mini On-site Advising, Course Scheduling & Final Registration^	December 7
December Mini Classes Begin	December 8
December Mini Schedule Changes	December 8
Commencement - No Ceremony	December 9
Christmas Break & All VC Locations Closed	Dec. 16- Jan. 1
December Mini Final Examinations~	January 1, 2018

SPRING SEMESTER, 2018

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	December 5, 2017
College Wide Faculty and Staff Development	January 8
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	January 9
On-site Advising, Course Scheduling & Final Registration at Century City Center^	January 9
Instructional Services Faculty Development	January 10-11
Martin Luther King Jr. Birthday Observed - No Classes & All VC Locations Closed	January 12
Spring 16-week & Spring I Classes Begin	January 12
Spring 16-week & Spring I Schedule Changes	January 15
Spring I Final Examinations~	January 16
Spring II On-site Advising, Course Scheduling & Final Registration at Century City Center^	January 16-18
Spring II On Site Advising, Course Scheduling & Final Registration at Vernon campus^	March 7-8
Spring Break - No Classes & All VC Locations Closed	March 7
Spring II Classes Begin	March 7
Spring II Schedule Changes	March 8
Easter Holiday - No Classes & All VC Locations Closed	March 12-17
Spring 16-week & Spring II Final Examinations~	March 12-17
Commencement - Ceremony at 10:30 a.m.	March 19

SUMMER SEMESTER, 2018

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center^	May 2
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	May 23
On-site Advising, Course Scheduling & Final Registration at Century City Center^	May 24
Memorial Day Holiday - All VC Locations Closed	May 24
Summer 11-week and Summer I Classes Begin	May 28
Summer 11-week and Summer I Schedule Changes ^	May 28
Summer II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	May 30
Summer II On-site Advising, Course Scheduling & Final Registration at Century City Center^	May 30-31
Summer I Final Examinations~	June 26
Independence Day Holiday - No Classes & All VC Locations Closed	June 27
Summer II Classes Begin	July 2-3
Summer II Schedule Changes	July 4
Summer 11-week & Summer II Final Examinations~	July 4
Commencement - No Ceremony	July 9
	July 9
	July 9-10
	August 8-9
	August 11

*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