

## **Annual Committee Report**

Committee Name: Calendar

Chairperson: Vice President of Instructional Services/ Joe Hite/ Shana Drury - Interim

List of members: Kristin Harris, Melissa Elliott, Greg Fowler, Paula Whitman, Joe Johnston, Mark Holcomb, Mary Rivard, Jesse Dominguez, 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: January 26, 2018

Accomplishments: Development of the 2018-2019 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: Shana Drury

Date submitted: May 9, 2018

CALENDAR COMMITTEE MEETING MINUTES

January 26, 2018

Interactive Video Classrooms

Vernon Campus and Century City Center

<b>Member</b>	<b>Vernon College Position</b>	<b>Present</b>	<b>Not Present</b>
Shana Drury	Associate Dean of Instructional Services, Interim Co-Chair	X	
Joe Hite	Dean of Admissions & Financial Aid/Registrar, Co-Chair	X	
Sharon Dennis	Admissions and Records	X	
Jesse Dominguez	Director of Housing	X	
Michelle Downes	Administrative Assistant, Vice President of Instruction	X	
Melissa Elliott	Director of Financial Aid	X	
Greg Fowler	Division Chair Behavioral & Social Sciences, Criminal Justice Instructor	X	
Clara Garza	Counselor		
Linda Haney	Administrative Assistant, Vice President of Instruction – Century City Center	X	
Kristin Harris	Associate Dean of Student Services	X	
Mark Holcomb	Division Chair Industrial and Information Technology, Industrial Automation Instructor		X
Bettye Hutchins	Faculty Senate Representative - History Instructor	X	
Barbara Jinks	Faculty – Mathematics Instructor	X	
Joe Johnston	Division Chair Communications, English Instructor	X	
Christie Lehman	Student Billing Accountant	X	
Anne Patterson	Coordinator of Community and Recreational Services – Vernon		X
Amanda Raines	Director of Admissions and Records	X	

Dr. Mary Rivard	Director of Associate Degree Nursing	X	
Maria Servin	Assistant Registrar	X	
Marissa Underhill	Faculty – Sociology Instructor	X	
Paula Whitman	Division Chair Mathematics and Sciences, Mathematics Instructor		X
Jack Williams	Faculty – Drama/Speech Instructor	X	

Shana Drury called the meeting to order at 11:00am and thanked everyone for attending. Mrs. Drury had emailed calendars from Wichita Falls Independent School District, the Texas Higher Education Coordinating Board mandated common calendar, the holiday calendar for 2018-2021 and the proposed calendar for 2018-2019.

The only suggestion was to move Sport’s Day from the Thursday in October to a Tuesday which is what was done in 2017-2018. This would provide a more equitable learning experience for students enrolled in lab courses in which the labs meet once per week. There was some discussion about the Tuesday before the scheduled Sport’s Day but due to finals the best date was Tuesday October 9<sup>th</sup>.

With the corrected Sport’s Day Joe Johnston made a motion the proposed calendar be submitted to the VC Board of Trustees for their review at the February 14<sup>th</sup> board meeting. The motion was seconded by Greg Fowler and the motion passed unanimously.

There being no further business, Mrs. Drury adjourned the meeting at 11:11 am.

# PROPOSED COLLEGE CALENDAR 2018-2019

## FALL SEMESTER, 2018

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	August 8
College Wide Faculty and Staff Development	August 20
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	August 21
On-site Advising, Course Scheduling & Final Registration at Century City Center^	August 22-23
Instructional Services Faculty Development	August 24
Fall 16-week & Fall I Classes Begin	August 27
Fall 16-week & Fall I Schedule Changes	August 27-29
Labor Day - No Classes & All VC Locations Closed	September 3
Vernon College Sports Day	October 9
Fall I Final Examinations	October 16-17
Fall II On-site Advising, Course Scheduling & Final Registration at Century City Center^	October 17
Fall II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	October 18
Fall II Classes Begin	October 22
Fall II Schedule Changes ^	October 22-23
Thanksgiving Holidays - No Classes & All VC Locations Closed	November 21-24
Fall 16-week & Fall II Final Examinations~	December 10-13
December Mini On-site Advising, Course Scheduling & Final Registration^	December 13
December Mini Classes Begin	December 14
December Mini Schedule Changes	December 14
Commencement - No Ceremony	December 15
Christmas Break & All VC Locations Closed	Dec. 22- Jan. 6
December Mini Final Examinations~	January 3, 2019

## SPRING SEMESTER, 2019

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	December 4, 2018
College Wide Faculty and Staff Development	January 14
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	January 15
On-site Advising, Course Scheduling & Final Registration at Century City Center^	January 16-17
Instructional Services Faculty Development	January 18
Martin Luther King Jr. Birthday Observed - No Classes & All VC Locations Closed	January 21
Spring 16-week & Spring I Classes Begin	January 22
Spring 16-week & Spring I Schedule Changes	January 22-24
Spring I Final Examinations~	March 13-14
Spring II On-site Advising, Course Scheduling & Final Registration at Century City Center^	March 13
Spring II On Site Advising, Course Scheduling & Final Registration at Vernon campus^	March 14
Spring Break - No Classes & All VC Locations Closed	March 18-23
Spring II Classes Begin	March 25
Spring II Schedule Changes	March 25-26
Easter Holiday - No Classes & All VC Locations Closed	April 19-20
Spring 16-week & Spring II Final Examinations~	May 13-16
Commencement - Ceremony at 10:30 a.m.	May 18

## SUMMER SEMESTER, 2019

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center^	May 7
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	May 22
On-site Advising, Course Scheduling & Final Registration at Century City Center^	May 23
Memorial Day Holiday - All VC Locations Closed	May 27
Summer 11-week and Summer I Classes Begin	June 3
Summer 11-week and Summer I Schedule Changes ^	June 3-4
Summer II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	July 2
Summer II On-site Advising, Course Scheduling & Final Registration at Century City Center^	July 3
Summer I Final Examinations~	July 2-3
Independence Day Holiday - No Classes & All VC Locations Closed	July 4
Summer II Classes Begin	July 8
Summer II Schedule Changes	July 8-9
Summer 11-week & Summer II Final Examinations~	August 7-8
Commencement - No Ceremony	August 10

\*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