

## CALENDAR COMMITTEE MEETING MINUTES

February 1, 2012

Interactive Video Classrooms

Vernon Campus and Century City Campus

### Agenda

- I. Review 2011-2012 Academic Calendar
- II. Review THECB Common Calendar, MSU calendar, and area ISD calendars
- III. Develop 2012-2013 Academic Calendar

### Minutes

Members present: Gary Don Harkey (Co-Chair), Joe Hite (Co-Chair), Stacy Lallmann, Garry David, Shana Munson, Rita Lee, Sjhonton Fanner, Dina Neal, Darlene Kajs, Karen Gragg, Mark Holcomb, Greg Fowler, Barbara Jinks, Kim Bateman, Clara Garza, Melissa Elliott, Mary Floyd, Michelle Downes and guest Dr. Dusty Johnston.

Members not present: Joe Johnston, Cathy Bolton, Christie Lehman, Kristin Harris, Linda Haney, and Mike Ruhl.

Dr. Harkey called the meeting to order at 2:35pm and thanked everyone for attending. Dr. Harkey read the minutes from February 2011 meeting and corrections were made. Shana Munson made a motion to approve corrected minutes and Greg Fowler seconded, motion was approved. Dr. Harkey presented a proposed 2012-2013 calendar and explained the rationale behind it. He noted that there was very little “wiggle room” due to the mandated common calendar from the THECB. Dr. Harkey explained how the proposed dates were selected with consideration of the THECB common calendar. The THECB common calendar has the first day of classes beginning no earlier than August 27<sup>th</sup> for Fall 2012, January 14<sup>th</sup> for Spring 2013 and June 3<sup>rd</sup> for Summer 2013. Spring Break was set to coordinate with the area ISDs and also MSU. Vernon ISD has not approved a 2012-2013 calendar but Wichita Falls ISD has approved a calendar with Spring Break set for March 11<sup>th</sup> through the 16<sup>th</sup>. So with Spring Break set for March 11<sup>th</sup> through March 16<sup>th</sup> to separate our 8 week Spring I and Spring II semesters we will have to begin classes on January 14<sup>th</sup>. Fall 2013 classes can begin on or after August 26<sup>th</sup> which would make faculty development week begin August 19<sup>th</sup>.

Final exam week for Fall would begin Saturday, December 8<sup>th</sup> and continue the 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> which is closer to the Christmas holidays. Summer I finals July 2<sup>nd</sup> and 3<sup>rd</sup>, Summer II would start July 10<sup>th</sup> and Summer and Summer II finals would be August 12<sup>th</sup> and 13<sup>th</sup>. Summer classes might have to change by 5 or 10 minutes to get all the contact hours needed. Final grades will be due on the Monday following finals by 9AM.

Faculty Development week begins January 7<sup>th</sup>, 12 month faculty come back from Christmas break January 2<sup>nd</sup> and final payments due January 3<sup>rd</sup> can't have first day back and final payment on the same day. It was suggested instead of 3 days of Spring registrations we do 1 on each campus to give financial aid, admissions and records, and the business office time to purge before final registration begins.

December and May mini classes will start on a Thursday and end on a Wednesday basically making them 3 weeks long to get finished before the next classes begin. There would be one day to take down the May Mini course off of Blackboard and put in the Summer or Summer I sessions.

It was discussed changing the Christmas break from December 20<sup>th</sup> to January 2<sup>nd</sup> to December 19<sup>th</sup> to January 1<sup>st</sup> for Admissions and Records and Financial Aid to get satisfactory progress reports finished. Then it was suggested to move Christmas break to December 20<sup>th</sup> through January 1<sup>st</sup>.

Usually the Spring semester begins on a Tuesday but this is year it will actually being on Monday, January 14<sup>th</sup> and then the following Monday, January 21<sup>st</sup> will be Martin Luther King Holiday. Changes for Spring were suggested final registration for Vernon be Wednesday, January 9<sup>th</sup> and final registration for Century City Campus be Thursday, January 10<sup>th</sup>. January 7<sup>th</sup> would be staff/faculty development and there would be no registration on Tuesday the 8<sup>th</sup> to give a little more time to purge all non-payment of students who registered through Campus Connect. It was then suggested that we have Christmas break from December 20<sup>th</sup> to January 2<sup>nd</sup> and come back on the 3<sup>rd</sup> and make final payments for Campus Connect registration due on January 4<sup>th</sup> at noon and then let staff in the purge process possibly be exempt from faculty/staff development the following Monday afternoon to purge and prepare for registration.

Garry David made a motion for Christmas break to be December 20<sup>th</sup> through January 2<sup>nd</sup> coming back to work on January 3<sup>rd</sup>. Darlene Kajs seconded the motion and it was passed by unanimous vote.

According to the THECB on the Texas Common Calendar classes cannot begin before August 26<sup>th</sup> for the 2013-2014 year, August 25<sup>th</sup> for the 2014-2015 year, August 24<sup>th</sup> for the 2015-2016 year and August 22<sup>nd</sup> for the 2016-2017 year.

There being no further business, Greg Fowler made a motion to adjourn and Joe Hite seconded it and the motion passed. The meeting was adjourned at 3:26pm.