Meeting called to order: 9:23 AM

Attendees: Janet Stracher, Victor Poole, Debra Kittrell-Mikell, John Egan, Jordyn Nail (representing Nick Kelch)

Absent: Becky Foskey and Norma Kennedy

The committee reviewed the draft of the August 2015 – July 2017 calendar to be eventually approved by the President’s cabinet.

The committee discussed the Saturday class in Statesboro and how better communication to the registrar’s office needs to occur in the future. Janet was not aware of this course currently taking place.

We reviewed the process for creating open house and orientation dates. Orientation dates are generated by admissions and open house dates are planned by each satellite campus.

John brought up that there is no Maymester final exam date in 2017. It was determined that perhaps the final exam date will be on May 22 because there are no classes on Fridays. Janet will also explore whether or not it could happen on Friday, May 19. John also brought up that on July 20 of both 2016 and 2017 it should say session III ends rather than session II ends. This correction will be made. He also mentioned that he reviewed the GSU calendar and our draft calendar matches in terms of holidays, breaks and semester end/start dates.

Academic Data Collection (ADC) was explained to the committee by Janet upon Debra’s inquiry. This is a headcount of students and when records need to be cleaned up. This is a reporting date for every USG institution. This has to be reported twice per semester.

Janet brought up the cancel for nonpayment drop dates. She put “est.” on some of these calendar dates as an estimated date to explain to the committee that often the actual cancellation is processed at the discretion of the institution. Any reference to “est.” will not be included in the official Academic Calendar. The traditional date used for the calendar falls one week after the final fee payment deadline. We discussed possible solutions for students that continue to go to class and never get added back. It can often drag out as we are unaware of who these students are that continue to go to class. The need for faculty to report discrepancies to enrollment services was mentioned as a primary need to solve these issues. We discussed adding to the calendar a date when faculty is emailed by Dr. Goodman to report students who are coming to class but no longer are on the roster due to nonpayment.

The registrar at GRU told Janet that they will start on the 11th of January in 2016. This will finally match our calendar in terms of semester start date. Janet is hoping for confirmation on this.

We discussed the need to get the final exam schedule out in advance as much as possible so faculty can include it on their syllabi.

Meeting adjourned: 10:25 AM