Calendar Committee  
Minutes  
03/29/2013

Present: Janet Stracher (chair), Becky Foskey, Caroline McMillan and Norma Kennedy (recorder)

Absent: Dr. Tim Goodman.

Purpose: To review and create the institutional calendar for East Georgia State College.

Overview:

- Janet Stracher led a discussion of the minutes from the previous meeting regarding the committee having a broader scope of oversight to include other campus calendars and a monthly meeting frequency. It was agreed by everyone that our focus should only be on the academic calendar since it is the foundation for the institutional calendar, and other calendars are accountable for coordinating events around it. It was also agreed that “as needed” meetings are more appropriate because of the changing nature of calendars.
- Janet stated that she is finalizing the academic calendar for the 2013-2014 year and is incorporating dates for Augusta students, as well. This is challenging because they differ from ours and Georgia Southern University’s.
- Prior to the meeting, Janet sent committee members an electronic copy of the calendar sent to Dr. Boehmer for his approval.

Action Items:

- By unanimous agreement, Minutes from the previous meeting were amended to state that this committee’s focus will be the academic calendar, which is the foundation for the institutional calendar; the committee will not need to manage other campus calendars because they are accountable for coordinating with the academic calendar.
- The committee amended it meeting frequency by agreeing to meet at least once per semester and on an “as needed” basis, rather than monthly, to accommodate the evolving nature of the academic calendar.
- Our 2014-15 Calendar dates are due to USG this Monday, April 1st. Janet noted it is generally broad info that is requested this far in advance.
- The Registrar’s Office will work on the academic calendar for the website.
- When the new webmaster is hired, the committee will work with him/her to provide suggestions on enhancing functionality of the calendar on the EGSC webpage, particularly to enable segmented searches.