Calendar Committee
Minutes
10/18/2012

Overview:

- The initial meeting of the newly designated calendar committee was held on Thursday, 10/18/12 at 9:00 a.m. in the Heritage Center.
- Present: Janet Stracher (chair), Dr. Tim Goodman, Becky Foskey, Doy Cave and Norma Kennedy (recorder); Not present: Caroline McMillan.
- Janet Stracher presented a draft of the academic calendar for the 2013-2014 academic year for review. It is complete with the exception of several key dates that need to be obtained: (1) orientations, (2) open houses, (3) housing events and (4) schedule adjustments.
- Doy, EGSC webmaster, will provide assistance with functionality and usability of the various institutional calendars on the EGSC website.

Action Items:

- The committee reviewed and affirmed its purpose: To review and create the institutional calendar for East Georgia State College.
- Functions of the committee were discussed and approved: This committee will recommend policies and procedures as necessary and proper to accomplish its purposes, and to formulate the academic institutional calendar each year and make a recommendation to the President for its adoption.
- To ensure adequate coordination and communication of calendar events, the committee recommends that its focus be broadened beyond the academic calendar to include oversight for other campus calendars: Campus Events, Athletics, Student Life and Housing.
- To facilitate coordination of all campus calendars, the committee recommends that two additional representatives be included on this committee: the facilities coordinator who maintains the campus master calendar and someone from the admissions staff.
- A motion was made by Dr. Goodman, seconded by Becky and approved by the committee, to submit a preliminary copy of the 2013-2014 academic calendar to Dr. Boehmer for approval. Once the additional missing dates noted in the overview above are added, a revised calendar will be submitted for further consideration.
- The committee agreed to meet on a monthly basis while the additional calendar items are being added and then on an as-needed basis throughout the year.

Attachment: Preliminary Academic Calendar for 2013-14