Calendar/Registration Committee Meeting  
**Plover Room: 526**  
**December 11, 2013**  
**2:00 p.m. – 3:00 p.m.**

**Attending:** Freyja Pereira, Kris Shear, Linda Close, Robin Fautley, Marty Lee, Abe Farkas, Mitch Leahy

1. **Review/approve minutes from 11-13-13 meeting**  
   Minutes were approved.

2. **Review/approve either Option A or Option B version of 2015-16 Calendar**  
The Calendar has gone through a second reading with the Academic Senate, Student Senate, and classified senate. All senates approve of “Option B”. Abe stated that there wasn’t any feedback from AAC. SSC approved of “Option B”.

   The Calendar/Registration committee approved “Option B” with the correction of December 21-January 17th for the semester break after the Fall Semester.

3. **Review priority dates based on new priority chart**  
The group agreed that the date for when “Priority Web Registration for continuing students begins” needs to include when the pre-priority groups start for all future calendars including Option B for the 2015-16 Calendar.

   Therefore, for “Option B”, the “Priority Web Registration for continuing students begins” date was changed to the following:

   - **June 15th** for Fall 2015
   - **November 16th** for Spring 2016

4. **Review/discuss Policy 3.14**  
   Freyja has added language from the feedback she received at the last calendar committee meeting. The name of the committee will be described in the policy as the “Calendar/Registration Committee” pending College Council approval.

   The terms “Academic”, “District closures”, “Commencement”, “as negotiated” and “programs of study” were added to better describe the function of the committee. The following sentence was also added: “The Board approved Academic Calendar must be submitted annually to the
Chancellor’s Office.” ED Code 66700 and 70901 were added to the list of legal references cited on the policy.

Kris Shear stated that wording on who is responsible for submitting the calendar to the Chancellor’s Office needs to be added. It was agreed that this would be “Admissions and Records”.

Robin stated that wording pertaining to the Academic Senate reviewing and approving the calendar also needs to be added to the procedure. Robin will develop this language and forward it to Freyja.

Abe had suggested that the AFA language be moved to the new procedure for this policy. The first paragraph of the procedure would start with: “The Calendar/Registration Committee will develop…”

There was discussion on the length of the Spring Semester and how it is difficult to serve students between Fall and Spring because Spring starts too early in the month of January.

The group agreed that the principles for how the calendar is developed needs to be included in the new procedures.

Freyja will present the committee’s feedback to Melissa Kort for review.

5. **Review/discuss color calendar example from Mira Costa**

The color coded Mira Costa calendar was presented. Mitch and Freyja will work on making the SRJC Academic Calendar similarly color coded sometime in February 2014. Abe reminded the committee that the copy of the Academic Calendar printed in the Catalog and Schedule of Classes is not printed in color. Option B of the 2015-16 calendar will be brought to the board for approval as is.

6. **Future meetings needed?**

The group will be meet on February 12th 2014 to discuss the 3.14 policy and procedure.

7. **Other**

Freyja announced the various outreach efforts for Spring 2014.

**Meeting ended at 3:00**