1. **Introductions and welcome (2:00 – 2:05pm)**

Introductions were given.

2. **Review and approval of Minutes for 03-14-12 meeting (2:05 – 2:10pm)**

Minutes were approved.

3. **Review the charge and process of the committee (2:10 – 2:15 pm)**

Diane reviewed the charge of the Calendar/Registration Committee.

4. **Review of the Board approved amended calendar for 2012-13 - change approved at 09-11-12 Board meeting (2:15 – 2:20 pm)**

The revised 2012-13 Academic Calendar was brought to the September 11th Board meeting and was approved. The revision was based on the policy changes involving the last day to drop with and without a “W”.

Some students were confused with the change due to the previously published version of the calendar. For example students in a particular class were given an older version of the calendar in their course syllabus. However these students were accommodated and allowed to drop the class late without a “W”.

Freyja stated that the revised PDF version of the calendar needs to have the asterisks next to the “W” deadline dates as well as the term “Pending Board approval” removed. Freyja further stated that the calendar should display both the original Board approval date (10/11/11) and the amended date (9/11/12).

Michelle asked if there could be timelines established for calendar development so that there is time allotted for shopping versions of future calendars to constituent groups.

Warren stated that a final report compressed calendar recommendations template are pending. Models will be presented to the faculty and the rest of the college community. Warren and Abe agreed that it would still be worthwhile to develop future calendars based on the current (non-compressed) template.


Diane presented the new Academic Calendar along with a Teaching Days Calendar for 2014-15. It was noted that Veteran’s Day is observed on the actual day by the District. Currently, PDA day has been put on Monday, November 10th 2014 which is the day before Veterans Day, November 11th 2014. This allows for a nice four day weekend. However, this also leaves the Fall semester with 15 Monday class meetings. Therefore, PDA could be put on Wednesday, November 12th 2014 so that there is a balanced amount of teaching days in the Fall 2014 semester. After much discussion, it was agreed that there will be and option A and B calendar that will be shopped by the committee members to their constituents. Robin requested a two sided PDF document for the calendar.

Kris stated that the current calendar format makes it difficult for Student Services. Michelle commented how services may need to decrease due to lack of time and staff resources to get the work done.

6. **Wrap-up & Develop a timeline and schedule meetings for the year. (2:50 – 3:00 pm)**

Mitch will develop electronic versions of options A & B of the calendar that will be emailed to committee members for review. The next Calendar Committee meeting is Wednesday 11/14/12. Everyone will bring their feedback to the next meeting. Diane stated that meaningful feedback from constituents (rather than a simple yes or no) would be appreciated. These options will also be included on the next SSC agenda.

**Meeting ended at 4:47**