

MEETING AGENDA

Barstow Community College
Academic Calendar Meeting

January 22, 2014
Administration Conference Room
12:00 – 1:00 pm

- 1) 2014-15 Academic Calendar (Discussion/Approval)
- 2) 2015-16 Academic Calendar
- 3) Review of Committee Membership
- 4) Review of Committee Description (Participatory Handbook)
- 5) Create a Purpose Statement
- 6) Next Meeting (if needed)

MINUTES

CALENDAR COMMITTEE

January 22, 2014
Admin Conference Room
12:00 – 1:00 p.m.

Committee Chair: Stephen Eaton, Vice President of Academic Affairs
Administration Rep: Maureen Stokes
Management Rep: Heather Caldon
Academic Senate Rep: Jacob Batarseh
BCFA Rep: Scott Bulkley
CSEA Rep: Lesia Louro
ASG Rep: Nathaniel Rojas
Recorder: Barbara Rose

Present: Stephen Eaton, Maureen Stokes, Heather Caldon, Jacob Batarseh, Scott Bulkley, Nathaniel Rojas,

Absent: Lesia Louro

Call to Order

The meeting was called to order at 12:05pm by Stephen Eaton. He gave a brief introduction and welcomed the committee members.

2014–2015 Academic Calendar (Discussion/Approval)

A draft copy of the 2014-2015 academic calendar was distributed to all committee members for review. Upon review, Mr. Eaton asked for approval. The 2014-2015 academic calendar was unanimously approved. Verification of approval is signified by committee signatures on the final copy (see attached). The final copy will be forwarded to the President to make a recommendation on the February Board of Trustees meeting.

2015-2016 Academic Calendar

The committee will convene in February, 2014 to begin discussion on the 2015-2016 academic calendar.

Review of Committee Membership

Mr. Eaton asked the committee to review the list of committee members. Upon review and a change from Associated Student Body to Associated Student Government, the following committee member list was unanimously agreed upon by the committee:

Membership consists of representatives from the Academic Senate, CSEA, BCFA, Administration, Management, and the Associated Student Government.

Review of Committee Description

Mr. Eaton asked the committee to review the committee description for any changes. Upon review the following committee’s purpose statement and mission statement were unanimously agreed upon by the committee.

Calendar Committee Purpose Statement:

The purpose of the calendar committee is to develop a recommended academic calendar for each school.

Calendar Committee Mission Statement:

The committee’s charge is to select start and end dates, dates for final exams, and faculty in-service for each semester. Holidays are determined by coordinating the Chancellor’s Office listing of required holidays, academic concerns, and bargaining unit contracts. The Committee’s goal is to complete the academic calendar in time for the President to make a recommendation on the calendar at the December Board of Trustees meeting.

Other

There was a brief discussion of a 16-week calendar. This discussion will continue at the next schedule committee meeting.

Next Meeting

The next meeting will be scheduled in February, 2014. A date and time will be setup within the next week or so.

The meeting was adjourned at 12:45 p.m.

I acknowledge that the above meeting minutes have been accurately recorded:

Stephen Eaton, Academic Calendar Chairperson

Barbara Rose, Recorder

Date



Barstow Community College
ATTENDANCE SHEET
Academic Calendar Committee
 2013–2014

Members	1.22 2014											
Batarseh, Jacob	P											
Bulkley, Scott	P											
Caldon, Heather	P											
Eaton, Stephen	P											
Louro, Lesia	P											
Rojas, Nathaniel	p											
Stokes, Maureen	P											

P = Present
 A = Absent
 — = Not Applicable