|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Committee Charter** |
| Committee Name | Academic Calendar |
| Committee Purpose | The Academic Calendar Committee is responsible for creating the academic calendar and the final examination schedule. |
| College Officer to Whom Committee Reports | Vice President of Academic Affairs |
| Committee Status (Permanent or Temporary) | Permanent |
| Committee Type (Advocacy or Division) | Division |
| Committee Composition by Unit | Voting members: One faculty representative from each of the credit divisions, one College Transitions/Bridge representative, one faculty member from Comprehensive Studies, one permanent faculty member who will represent labs across all academic divisions, one Faculty Senate Representative, and the Registrar.Non-voting member: Human Resources representative and Student Support and Engagement representative |
| Committee Officers and Terms | N/A |
| Length of Service for appointees: | Registrar (permanent), Human Resources representative (permanent), Faculty Member (Permanent); Faculty/staff representatives (staggered 3 year terms), Faculty Senate Representative (1 year, renewable by the Faculty Senate) |
| Method for Initial Appointment of Members: | Position at the College |
| Method for Continuous Appointment: | Academic Deans/AVPs/Faculty Senate President, and College Transitions Dean select replacements for respective areas |
| Committee Year: | N/A |
| Date of Proposal: | N/A |
| Minutes Required? (Y or N) | Y |
| Scope (include initial objectives and any decision-making authority) | Academic calendars are created based upon specific guidelines/considerations previously approved by the Vice President of Academic Affairs. Decisions that extend beyond the routine practice of creating the calendar are presented by the Registrar to the Academic Leadership Team for consideration. The final exam schedule is created by a subgroup of the Academic Calendar Committee. The approved academic calendar is presented to the Academic Leadership Team for communication. |
| Bylaws? (Y or N) | Y |
| Initial Objectives: | N/A |
| Approval Signature: |   |
| Date of Approval: |  |

 |   |

Bylaws

1. Purpose: The Academic Calendar Committee is responsible for creating the academic calendar and the final examination schedule. In all deliberations, the Committee shall work to ensure the academic calendar reflects the College’s goal of delivering a transformative student experience. The Committee shall use the Academic Calendar Considerations when creating the calendar.
2. Committee Member Responsibilities:
	1. Attend meetings.
	2. Review academic calendar matters with constituents.
	3. Communicate committee discussions and solicit input from constituents, bringing feedback to the Committee.
	4. Review minutes.
	5. Construct academic calendars.
	6. Construct final exam schedules.
3. Human Resource Representative Responsibility
	1. The Human Resources representative should apprise the committee as to the impact of any calendar changes on workload and compensation.
	2. Provide information and oversight to ensure holidays and breaks conform to State and Federal regulations.
	3. Ensure an appropriate number of days are available for faculty to use as leave.
4. Chair Responsibilities:
	1. The Chair shall convene the Committee.
	2. The Chair shall ensure the Committee’s deliberations are informed by the requirements found in the Academic Calendar Considerations document.
	3. The Chair shall manage the meeting to ensure goals are achieved.
	4. The Chair shall present any proposed modifications to the Academic Calendar Considerations to the Provost’s Council.
	5. Recommendations of the Committee that extend beyond the routine practices of creating the academic calendar and exam schedule shall be presented by the chair to the Provost Council for review.
5. Composition of the Committee:
	1. One faculty representative from each of the credit divisions
	2. One faculty member from Comprehensive Studies
	3. One permanent faculty member who will represent labs across all academic divisions
	4. One representative from Student Support and Engagement
	5. One representative from College Transitions/Bridge
	6. One Faculty Senate Representative
	7. The Registrar
	8. One Human Resources member
6. Method of Appointment
	1. The Registrar shall be a permanent member of the Academic Calendar Committee. The Registrar shall serve as Chair.
	2. The Associate Vice President for Human Resources shall serve or designate a Human Resources representative. The appointee will be a permanent member until such time as the Associate Vice President for Human Resources identifies an alternate appointee.
	3. Faculty members from credit divisions are appointed by their respective academic deans. Each credit division may identify an alternate appointee in case the divisional faculty representative cannot attend a meeting.
	4. The Comprehensive Studies Department Head will appoint a Comprehensive Studies faculty member representative.
	5. The College Transitions Dean will appoint a Bridge/College Transitions representative.
	6. The Faculty Senate will appoint the Faculty Senate Representative each year.
	7. The Vice President for Student Support and Engagement will appoint a representative from the Student Support and Engagement division.
	8. The Vice President of Academic Affairs will appoint the permanent faculty member.
7. Length of Service
	1. In order to establish a rotation of non-faculty senate committee members during the initial reformation of the committee, 3 of non-permanent voting members will serve 2 year terms and 4 will serve 3 year terms. The term length will be determined by lottery. The Faculty Senate Representative shall serve a one-year term, in accordance with the term of service for Faculty Senate Representatives.
	2. Thereafter, non-faculty senate, non-permanent voting members will serve staggered, 3 year terms. Membership is renewable for an additional 3-year term.
	3. Thereafter, the Faculty Senate Representative shall serve a one year term. In accordance with the term of service for Faculty Senate Representatives. The term of service is renewable for an additional 1-year term upon recommendation from the Faculty Senate.
8. Voting
	1. Voting may only occur in the presence of a quorum.
	2. Quorum: A quorum is defined as greater than 50% of voting members.
	3. Voting shall occur using Roberts Rules of Order.
	4. Votes shall be cast publicly and documented in minutes.
9. Meetings
	1. Meetings will be scheduled by the Chair at the beginning of each fall and spring term.
	2. Meetings will have an agenda.
	3. The Chair will hold an orientation meeting to review the Academic Calendar Considerations with all members at the beginning of each academic year.
	4. Minutes will be taken for each meeting.
10. Modification of bylaws
	1. Amendments to bylaws may be made with prior notice to the Vice President of Academic Affairs and a 2/3 vote. A proposed amendment must be clearly worded and include a rationale for the amendment.
	2. Full revisions to bylaws require prior notice to the Vice President of Academic Affairs a 2/3 vote. Proposed revisions must be clearly worded and include a rationale for the revision.