Jefferson Davis Community College  
Calendar Committee  

Meeting Minutes  

February 26, 2009, 11:00 a.m., IITS  

Members: Carol Bates, Kathleen Hall, Kelly Stanford, Marie Heaton, Dee Plummer, Kim Coale, Linda Miller, David Jones, Robin Sessions, and Otis Thames  

The calendar committee met on February 26, 2009, at 11 o’clock over the IITS to discuss the 2009-2010 Calendar.  

The meeting scheduled in January was postponed because JDCC has not received the calendar template and instructions from the Department of Postsecondary. Trish Jones, Instructional Specialist with the Department of Postsecondary, stated that the calendar template would be ready next week. The committee developed a draft calendar with the understanding that revisions to the calendar might be necessary after the template and instructions are received from the Department of Postsecondary.  

Kim Coale stated concerns from the faculty senate.  

1) Faculty would like to move graduation from Monday night to Thursday night in order for faculty to be able to take a week’s vacation  
2) The Professional Development Day on Monday, February 15, should be moved to Friday so that another Monday night class would not be missed  
3) Begin classes earlier in the spring semester rather than having four faculty duty days at the beginning of the semester  

Summary of the discussion of the three items is as follows:  

Move Graduation  

If graduation is moved from Monday to Thursday, this affects final exams scheduled for Thursday. It is a requirement of Postsecondary that the college include five final exam days for Spring Semester. Friday was discussed as a possibility, but this was not a popular idea with some members of the Calendar Committee or Faculty Senate.
Move Professional Development Day

There was a brief discussion concerning moving the Professional Development (PD) Day on Monday, February 15, to Friday, February 19, 2009. It was mentioned that in the past a PD day was scheduled on Monday, the 15th because this is President’s Day and a holiday for the public schools. Adult students have children who will not be attending school on the 15th, and these students may need to be off for child care reasons. The committee agreed that it was in the best interest of students to move the Professional Development Day to Friday so that another night of instruction would not be lost on Monday nights. The PD day was moved from Monday the 15th to Friday the 19th.

Move the Start Day of Classes for Spring Semester

Beginning classes earlier in the Spring Semester causes problems for the business office and student services. It was agreed that the first week of classes should not be changed. Kim Coale will contact faculty senate for input concerning the changes. After the committee receives suggestions from the faculty senate, the Calendar Committee will correspond via email to finalize the draft.

If no changes need to be made after the template is received from the Department of Postsecondary, the draft will then go to the Executive Council for approval.

The draft 2009-2010 Calendar is attached.

Respectfully submitted,

Carol Bates