



<h1 style="margin: 0;">Calendar Committee Minutes</h1>	<p>Monday, December 4, 2017 L 201 2:00 – 3:00pm</p>
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The proposed calendars.

<p><u>Committee Members Present:</u> Pamela Ford, Classified Union President Stephen Hersh, ASO President Kyle Jacobsen, Academic Affairs Specialist Scott Lee, Faculty Union President Katherine Mergliano, ITS Joseph Owens, Vocational Faculty Elizabeth Sundberg, Faculty Union LaDonna Trimble , Dean Enrollment Services Erin Vines, VP Student Services Darcy Wiewall, Academic Faculty Jill Zimmerman, Dean Student Development and Services</p>	<p><u>Committee Members Absent:</u> Tom O’Neil, Academic Dean Van Rider, Academic Senate President Bonnie Suderman, VP Academic Affairs Nichelle Williams, Director Financial Aid Cynthia Wishka, Student Services Faculty</p>
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Items	Person	Action
I. Opening comments from the co-chair	<i>Erin/Scott</i>	Dr. Erin Vines, VP of Student Services, called the meeting to order at 2:01pm.
II. Approval – Minutes 11/4/2017	<i>Erin</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the meeting minutes from 11/4/2017 as presented. After a moment of review, all members agreed that no edits were needed. Motion carried.</p> <p><u>Follow Up Items:</u> None.</p>
III. Discussion: Proposed Academic Calendar ASO Survey Proposed Future Meeting -2/12/2017 or 2/26/2017 from 2-3pm	<i>Erin</i>	<p><u>Issues Discussed:</u> The committee members discussed the potential change of the academic calendar and how students may perceive the change. All members were in support of a student survey that could be aggregated. Dr. Scott Lee, Faculty Union President, requested to review the survey questions before they were sent out to students. The survey will be conducted using google forms with survey monkey as a back up. Stephen Hersh, ASO President, will be meeting with institutional research for more guidance. The goal is to email students the survey and solicited during welcome week.</p>



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		<p>Faculty members present agreed that the student perspective must be known before conducting a faculty survey. Dr. Jill Zimmerman, Dean Student Life, stated that students time at AVC could play a role in how they feel about the change.</p> <p>Pamela Ford, Classified Union President, stated that some are viewing this change as a mandate from the president however, this is not a mandate. There may be resistance if people view this as a mandate. To reduce resistance, clarification should be given to staff/faculty that this is a proposed change.</p> <p>A request was made to view the letters requesting this change from CSUB, Rosamond, etc. Dr. Vines will share those letters with the committee. Also Pasadena college changed back shortly after changing their calendar but staff and faculty should know that the reason for reverting back is due to union issues.</p> <p>Dr. Erin Vines requested committee members to develop a time line of action so we can identify the recommendation of this committee. After much discussion, it was decided that all surveys would be completed by May 4, with ASO survey being sent out between March 2nd and March 23rd. Faculty and Classified surveys would be sent out April 9th. The final recommendation of the calendar committee would be sent to President Knudson shortly after.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Additional meeting will follow to discuss the results of the surveys.</p>
NEXT MEETING DATE: TBA		A motion was made and seconded to adjourn the meeting at 2:58pm. Motion carried.