University Academic Calendar Committee

Article I: Name and Purpose

Section 1: Name
The University Academic Calendar Committee

Section 2: Purpose
The purpose of this committee is to convene annually to establish future University Calendars with representation from multiple areas across campus within the policies of IHL Bylaws.

Article II: Membership

Section 1: Member selection
Members of the committee are neither selected nor elected but rather serve based on their affiliation within various units of the University. Members of the committee are Vice-President for Student Affairs, University Registrar, Associate Provost for Enrollment Management and Dean of Admissions, Dean College of Science and Technology, Dean College of Arts and Letters, Dean College of Education and Psychology, Dean College of Health, Dean College of Business, Dean College of Nursing, Dean Honors College, Dean of Graduate School, President Student Government Association, Faculty Senate Chair, Gulf Park Student Services, Department of Athletics, Department of Residence Life, Academic Council-Chair, Graduate Council-Chair, Academic Advising Coordinator, Director of First Year Experience, Director of Physical Plant.

Section 2: Membership rules
Each member is responsible for reviewing a proposed academic calendar brought forth by the committee chair and ensuring the calendar adheres to IHL policy.

Section 3: Proxies
Administrators of each unit representative on the committee may appoint a proxy to cast a vote on their behalf.

Section 4: Reporting Structure:
All members of the committee shall report to the Chair.
Article III: Meetings of Members

Section 1: Meetings
Meetings will be held annually and convened by the Chair.

Section 2: Representatives
A majority of voting unit representatives shall constitute a quorum of any meeting.

Section 3: Voting
The Chair is a non-voting member of the committee. Decisions of the committee shall be decided upon majority vote of the members present.

Section 4: Preserving Minutes:
Minutes of the meetings and actions taken by the committee will be recorded by the University Registrar.

Article IV: Chair

Section 1: The Chair
The Vice President for Student Affairs shall serve as Chair of the committee. The Chair shall be the coordinator of all activities and meetings of the committee.

Section 2: Duties of the Chair
The Chair shall be responsible for organizing, counting votes, facilitating discussions, recording final decisions, and ensuring the University Academic Calendar complies with all IHL Bylaws and policies.

Article V: Annual Reports

Section 1: Annual Reports
Annual reports shall be organized and reported by the Chair of the committee to the committee or committees by July 1 of each year.

Updated 6/15/15