

Academic Affairs Committee
October 5, 2010

Calendar of Events 2010-2011

SEPTEMBER

Thursday, Sept 21 – Committee meeting, 11:00 a.m., FA 52

OCTOBER

Thursday, Oct 19 – Committee meeting, 11:00 a.m., FA 52

Thursday, Oct 26 -- Make hard copy packets of letter/applications for Division Reps

NOVEMBER

Tuesday, Nov 2 – Get packets to Reps for distribution at November Division meetings

Thursday, Nov 4 – Division meeting where Reps hand out packets

Tuesday, Nov 16 – Committee meeting, 11:00 a.m., FA 52

DECEMBER

Monday, Dec 6 -- Run 500 copies of application packets for January

Tuesday, Dec 7 – Committee meeting, 11:00 a.m., FA 52

Thursday, Dec 9 – Division meeting, announce that applications will be out in Jan.

Monday, Dec 13 – Confirm meeting with Steve Richardson at Foundation offices

JANUARY

Monday, Jan 3 – Contact Al Mejia to run list of eligible students

Monday, Jan. 10 – School starts

Tuesday, Jan 11 – 500 hard copies to Rebecca for faculty mailboxes. Email docs to all

Thursday, Jan 13 – Division meeting, announce deadline of Feb. 10

Forward student GPA data to deans, division secretaries, and reps

Tuesday, Jan 18 – Committee meeting, 11:00 a.m., FA 52

FEBRUARY

Thursday, Feb 3 – Reminder to deans and reps re due date

Thursday, Feb 10 – Division meeting. APPLICATIONS DUE. Check signatures, bio, GPA, and escort info

Tuesday, Feb 15 – Committee meeting to review apps, check signatures/GPA, bios

Wednesday, Feb 16 – Data goes on grid. EMAIL students re photo session on 2-24

Thursday, Feb 17 – Contact Miriam to start letters. Proof grid and forward to All Am. Get bios to Rebecca.

Tuesday, Feb 22 – Proofread grid names and forward to All American. Bios to Rebecca

Thursday, Feb 24 – Photo session with Sarah. Contact Campus Police re parking.

MARCH

Monday, March 7 – Rachel will follow up with students who still haven't RSVP'd

Tuesday, March 8 – Committee meeting to be sure all jobs done. Email reminder faculty.

Thursday, March 10 – Division meeting. Send list to deans for reminder

Monday, March 14 – Final email reminder to students

Wednesday, March 16 – Academic Excellence Awards ceremony, 7 p.m. Burnight Center