Glasmire opened the meeting by introducing Michael Dear. Michael is replacing Jackie DeKorte as one of the Financial Aid representatives. His main area of responsibility is summer aid processing.

**The “One 12-week Session” Approach**

Glasmire reported on feedback from Paul Noble and Ric Brown regarding the “one 12-week session” approach for Summer 2003 as opposed to the “two 6-week session” approach. Both agreed that it would not be reasonable to implement the “one 12-week session” approach for Summer 2003 because of the level of consultation required. Both Noble and Brown believe that a task force consisting of faculty, student, staff and community members be formed to address the entire year-round calendar issue. The plan is for this to happen very soon. It is expected that the earliest possible date for adopting a trimester calendar would be the 04/05 academic year, with a Summer 05 trimester following Spring 05. If a trimester calendar is adopted with 3 equal-length terms, then the summer term could be just like the Fall/Spring in terms of the scheduling pattern, registration deadline, census date, etc. Blake asked whether this would mean that summer would become a “trailing” semester as opposed to a “leading” semester. Glasmire said probably not, because the C.O. has defined the Summer to be the beginning of the college year, not the end of the year. The C.O. would have to modify their policy for this to change. Glasmire stated that we would plan for two 6-week sessions for the Summer 2003 semester, just like Summer 02. To the extent that we can modify procedures to make the process more efficient, we will do that. Feliciano state that the new refund regulations will require significant changes in the refund procedures and that pro-rated refund timelines will have to be established for each 6-week session.

**03/04 Schedule Building Calendar**

Glasmire asked Favila to walk the group through the proposed 03/04 Schedule Building Calendar. She noted that the only change was a slightly earlier deadline for departments to finalize their summer schedules. This earlier deadline (January 17, 2003) is needed for the graphic design staff to do the summer layout so it can be incorporated into the remaining Fall/Spring layout in time to meet the publication deadline. The earlier deadline will also result in a more accurate schedule when we post it on the Web by February 3, 2003.

Ramos, Favila and Glasmire also agreed to keep the same parameters in place with regard to access to the summer schedule by departments. Because room scheduling parameters are not term-specific, allowing access to the room scheduling system for summer can result in rooms being scheduled in buildings that are not available during the summer. In order to prevent this, department access to modify the summer schedule and/or room assignments will be denied after December 6, 2003. Departments will still be able to make changes, but all changes will be done via email requests to Favila’s or Ramos’ office. This is essentially the same process as last summer and Favila’s and Ramos’ staff are able to accommodate this.

A copy of the Schedule Building Calendar is attached for those of you who were not at the meeting.

**Web Page Updates**

Glasmire asked each functional area to review the information on the Summer 2002 website and update the information for Summer 2003. We agreed to set November 15, 2002 as the deadline for submitting updated information. This will enable Favila to post the new information for Summer 2003 on the Web by December 1, 2002, so students can begin to plan for next summer.
**Invitation to Register**

We agreed that a summer CASPER Invitation to Register should be sent again in the Spring, but that it should be modified so it’s less expensive to produce and mail. Since the Marketing/Promotion group has been subsumed under the Operations group, we agreed to begin discussion of how the invitation should look for next summer. We will also review the timeline for the mailing to determine whether any changes need to be made. This will be discussed at our next meeting.

**Summer 2003 Planning Assumptions**

Glasmire noted that he had prepared a draft document called “Summer 2003 Planning Assumptions”. The deans and the President’s staff will review the document. Glasmire will send a copy to all group members with the meeting minutes (attached).

We agreed to cancel the September 25 meeting. Next meeting is scheduled for October 2, 2002, 1-2 PM in Lassen 3008.

Meeting adjourned at 1:55 pm.