

Academic Affairs

JACKSONVILLE STATE UNIVERSITY

# **Table of Contents**

Message from the Provost	
Categorized Events	
Welcome Back	02
Faculty and Department Head Resources	02
Important Faculty Dates	03
Census Dates	03
Academic Term Dates ————————————————————————————————————	04
Class Cancellation For Low Course Enrollement	10
Preview Days	10
Admitted Students Days ————————————————————————————————————	10
Important Finance Dates	
Miscellaneous Dates	
Progress Report Campaign Dates	12
Budget Dates and Timeline ————————————————————————————————————	
Advising and Grading Days ————————————————————————————————————	13
Strategic Plan Progress Report Dates Program	14
Review Accreditation Letters Date Faculty	14
Contract Dates	14
Promotion and Tenure Timeline	17
Schedule Dates by Semester	17
Curriculum Change Timeline	18
Academic Affairs Programs and Initiatives ———————	19
Academic Affairs Professional Development	20
Department Head Council	
Faculty Senate	21

# **Message from the Provost**

Welcome to a new academic year at JAX State! I hope everyone is as excited for the new year as I am.

To help you plan your new academic year, the Provost's Council has put together a planner full of events and corresponding dates that will take place throughout the year. The items are listed by subject, with contact information in case any questions arise or you would like more information. Please keep in mind that preparation for this booklet began last April so there is a possibility that dates could change over the course of the year. Also, this booklet will not replace regular communication regarding events and deadlines; it is an at a glance planning tool.

I hope you find this booklet useful and as always, we welcome feedback or suggestions on how to make this booklet more helpful and useful next year.

I look forward to seeing you all during the welcome back events and hope you all have a wonderful year!





# **Categorized Events**

#### Welcome Back!

August 14, 2025 Faculty Available

August 18, 2025 Faculty and Staff Convocation 8 am at Coliseum

University Annual Faculty Meeting 10 am - 12 pm at Merrill B10

August 19, 2025 Honors Welcome Back Social 10 –11 am at Mason East

New Freshman College Connection Event 3pm – 5pm Freshman Convocation 6:00 p.m. AmFirst Stadium

Welcome Back Cookout/Mixer for Faculty, Staff, and Students 7 p.m. on the Quad

#### Faculty and Department Head Resources \_\_\_\_\_

Please click the weblinks below for important and informative resources for both Faculty and Department Heads. Check back often for additional information.

#### **Faculty Resources Webpage**

https://www.jsu.edu/academicaffairs/facultyresources/index.html

#### **Department Head Resources Webpage**

https://www.jsu.edu/academicaffairs/departmenthead/index.html

#### **Other Helpful Resources**

#### **Faculty Commons**

https://www.jsu.edu/faculty-commons/index.html

Helpful information from the Registrar's office on the following topics can be found by clicking this link: <a href="https://www.jsu.edu/registrar/faculty.html">https://www.jsu.edu/registrar/faculty.html</a>

Submitting Final Grades in Banner Video
Final Exam Schedules
Frequently Asked Questions on Reinstatement and Late Registration
FERPA Information
Schedule Planner
Course Substitution Request
Financial Aid Requirement for Grade Entry
Courseleaf Curriculum Users' Guide
Course Cancellation Request

## **Important Faculty Dates**

August 5, 2025 New Faculty Orientation from 1:00 pm -4:30 pm

August 31, 2025 Last day to spend faculty research grant funds

November 6, 2025 Faculty Research Symposium

January 2, 2026 Faculty Return to Campus

January 2026 TBD Student Deadline for Student Symposium Abstracts

February 2026 TBD Student Symposium

February 10-11, 2026 Statewide Student Success Summit

Hosted by the Student Success Center

For more information, to register or submit a proposal: <a href="https://www.jsu.edu/studentsuccess/summit/index.html">https://www.jsu.edu/studentsuccess/summit/index.html</a>

April 9, 2026 Faculty Awards Ceremony Leone Cole 3:30-7:00

#### **Census Dates**

#### Contact: Institutional Research and Effectiveness

Census dates are official dates determined by the institution in which official data including official enrollment are captured. The office of Institutional Research and Effectiveness serves as the official source of factual, research based information about Jacksonville State University's students, faculty, and staff using data collected at each semester's census date.

Fall Term 2025 - September 10, 2025

**Spring Term 2026 - January 28, 2026** 

Summer Parts of Term - June 24, 2026

Faculty wishing to request institutional data can find the OIRE Service Request Form on the OIRE website: <a href="https://www.jsu.edu/ire/service-request.html">https://www.jsu.edu/ire/service-request.html</a>.

You can also find a help guide for navigating the service request form on the Faculty Resources webpage (<a href="https://www.jsu.edu/academicaffairs/facultyresources/index.html">https://www.jsu.edu/academicaffairs/facultyresources/index.html</a>) and on the Institutional Research and Effectiveness page

### **Academic Term Dates**

Contact: Registrar's Office

Fall 2025 .....

August 14 Faculty Available

August 20 Classes Begin - Late Registration Fee Charged

August 26 Last Day to Apply for Fall Graduation

August 26 Last Day to Register or Add a Class

August 26 Last Day to Withdraw from all Courses and Receive 100% Tuition Refund

August 26 Payment Due

September 1 Labor Day Observed

September 2 Last Day to Withdraw from all Courses and Receive 80% Tuition Refund

September 10 Last Day to Opt-Out of JaxBooks Program

September 16 Last Day to Withdraw from all Courses and Receive 50% Tuition Refund

October 9-10 Advisement/Grading Days (no in-person or synchronous online classes meet)

October 12 Midterm Grades Due by 11:59 PM

October 13 Midterm Grades Viewable by Students 10 AM

November 11 Last Day to Drop a Class or Withdraw

November 24-28 Thanksgiving Break

December 2 Last Day of Class

December 3-9 Final Exams

December 11-12 Fall Commencement

December 12 Grades Due by Noon

#### Fall A 2025

August 14 Faculty Available

August 20 Classes Begin - Late Registration Fee Charged

August 26 Last Day to Apply for Fall Graduation

August 26 Last Day to Register or Add a Class

August 26 Last Day to Withdraw from all Courses and Receive 100% Tuition Refund

August 26 Payment Due

September 1 Labor Day Observed

September 2 Last Day to Withdraw from all Courses and Receive 80% Tuition Refund

September 10 Last Day to Opt-Out of JaxBooks Program

September 16 Last Day to Withdraw from all Courses and Receive 50% Tuition Refund

October 1 Last Day to Drop a Class or Withdraw

October 8 Final Exams

October 10 Grades Due by Noon

November 24-28 Thanksgiving Break

December 11-12 Fall Commencement

### Fall Block 1 2025 .....

August 14 Faculty Available

August 20 Classes Begin - Late Registration Fee Charged

August 21 Last Day to Register or Add a Class

August 21 Last Day to Withdraw from all Courses and Receive 100% Tuition Refund

August 21 Payment Due

August 22 Last Day to Withdraw from all Courses and Receive 80% Tuition Refund

August 25 Last Day to Withdraw from all Courses and Receive 50% Tuition Refund

August 26 Last Day to Apply for Fall Graduation

September 1 Labor Day Observed

September 10 Last Day to Opt-Out of JaxBooks Program

October 1 Last Day to Drop a Class or Withdraw

October 8 Final Exams

October 10 Grades due by Noon

November 24-28 Thanksgiving Break

December 11-12 Fall Commencement

#### 

August 26 Last Day to Apply for Fall Graduation

September 10 Last Day to opt-Out of JaxBooks Program

October 13 Classes Begin - Late Registration Fee Charged

October 14 Last Day to Register or Add a Class

October 14 Last Day to Withdraw from all Courses and Receive 100% Tuition Refund

October 14 Payment Due

October 15 Last Day to Withdraw from all Courses and Receive 80% Tuition Refund

October 16 Last Day to Withdraw from all Courses and Receive 50% Tuition Refund

November 24-28 Thanksgiving Break

December 1 Last Day to Drop a Class or Withdraw

December 8 Final Exams

December 11-12 Fall Commencement

December 12 Grades due by Noon

#### Fall Block 2 2025 .....

August 26 Last Day to Apply for Fall Graduation

September 10 Last Day to Opt-Out of JaxBooks Program

October 13 Classes Begin - Late Registration Fee Charged

October 14 Last Day to Register or Add a Class

October 14 Last Day to Withdraw from all Courses and Receive 100% Tuition Refund

October 14 Payment Due

October 15 Last Day to Withdraw from all Courses and Receive 80% Tuition Refund

October 16 Last Day to Withdraw from all Courses and Receive 50% Tuition Refund

November 24-28 Thanksgiving Break

December 1 Last Day to Drop a Class or Withdraw

December 8 Final Exams

December 11-12 Fall Commencement

December 12 Grades Due by Noon

### Spring 2026

October 27 Priority Registration - Graduate/Doctoral Students

October 28 Priority Registration - Seniors 96+ hours earned

October 29 Priority Registration - Juniors 64 hours earned

October 30 Priority Registration - Sophomores 32 hours earned

October 31 Priority Registration - Freshman

October 31 Priority Registration - Open Registration Begins and Remains Open Until Balances are Due

January 2 Faculty Available

January 7 Classes Begin – Late Registration Fee Charged

January 13 Last Day to Register or Add a Class

January 13 Last Day to Apply for Spring Graduation

January 19 Midterm Grades Due by 11:59 PM

February 26-27 Midterm Grades Viewable to Students 10 AM

March 1 Midterm Grades Due by 11:59 PM

March 2 Midterm Grades Viewable to Students 10 AM

March 23-27 Spring Break

April 21 Last Day of Class

April 22-28 Final Exams

May 1 Grades Due by Noon

May 1 Spring Commencement

#### Spring A 2026

October 27 Priority Registration - Graduate/Doctoral Students

October 28 Priority Registration - Seniors 96+ hours earned

October 29 Priority Registration - Juniors 64+ hours earned

October 30 Priority Registration - Sophomores 32+ hours earned

October 31 Priority Registration - Freshman

October 31 Priority Registration - Open Registration Begins and Remains Open Until Balances are Due

January 2 Faculty Available

January 7 Classes Begin – Late Registration Fee Charged

January 19 Martin Luther King Jr. Day Observed

February 25 Final Exams

February 27 Grades Due by Noon

May 1 Spring Commencement

# **Spring Block 1**

October 27	Priority Registration - Graduate/Doctoral Students
October 28	Priority Registration - Seniors 96+ hours earned
October 29	Priority Registration - Juniors 64+ hours earned
October 30	Priority Registration - Sophomores 32+ hours earned
October 31	Priority Registration - Freshman
October 31	Priority Registration - Open Registration Begins and Remains Open Until Balances are Due
January 2	Faculty Available
January 7	Classes Begin – Late Registration Fee Charged
January 19	Martin Luther King Jr. Day Observed
February 25	Final Exams
February 27	Grades Due by Noon
May 1	Spring Commencement

## Spring B 2026

October 27	Priority Registration - Graduate/Doctoral Students
October 28	Priority Registration - Seniors 96+ hours earned
October 29	Priority Registration - Juniors 64+ hours earned
October 30	Priority Registration - Sophomores 32+ hours earned
October 31	Priority Registration - Freshman
October 31	Priority Registration - Open Registration Begins and Remains Open Until Balances are Due
March 2	Classes Begin – Late Registration Fee Charged
March 23-27	Spring Break
April 27	Final Exams
May 1	Grades Due by Noon
May 1	Spring Commencement

#### Spring Block 2 2026 ......

October 27 Priority Registration - Graduate/Doctoral Students

October 28 Priority Registration - Seniors 96+ hours earned

October 29 Priority Registration - Juniors 64+ hours earned

October 30 Priority Registration - Sophomores 32+ hours earned

October 31 Priority Registration - Freshman

October 31 Priority Registration - Open Registration Begins and Remains Open Until Balances are Due

March 2 Classes Begin – Late Registration Fee Charged

March 23-27 Spring Break

April 27 Final Exams

May 1 Grades Due by Noon

May 1 Spring Commencement

## Class Cancellation Dates for Low Course Enrollment

#### Contact: Provost's Office

Defined as fewer than 12 students in undergraduate and 10 students in graduate courses. The course must be dropped at least 5 days business days before the start of the term. Dates can be found in academic term dates.

## **Preview Days**

Contact: Admissions Office

October 15, 2025

November 15, 2025

April 11, 2026

## **Admitted Students Days —**

#### Contact: Admission's Office

November 11, 2025

January 30, 2026

February 16, 2006

March 5, 2026

March 6, 2026

## Important Finance Dates \_\_\_\_\_

Contact: Ms. Kim Turner

September 10 Purchasing closes for FY25

September 18 Banner new user training 2-3:30 – Library 1103C

September 30 FY 2025 budget closes.

October 7 FY 2026 Budgets Open

October 9 Due Date for Invoices of POs that have been received

#### Miscellaneous Dates ————

September 15 - 20 Homecoming Week

October 20 - 21 Board of Trustees Meeting

October 23 Accreditation Academy (1:00 - 4:30)

November 24 - 28 Thanksgiving Break

January 2026 TBD Board of Trustees Meeting

January 19 Martin Luther King Jr. Day Observed

February 2 - 3 SACSCOC On site visit - McClellan off Campus Instructional site

February 10 - 11 Statewide Student Success Summit Hosted by the Student Success Center

or more information, to register or submit a proposal:

Statewide Student Success Summit Hosted by the Student Success Center

For more information, to register or submit a proposal:

https://www.jsu.edu/studentsuccess/summit/index.html

March 23 - 27 Spring Break

April 2026 TBD Board of Trustees Meeting

May 20 and 21<sup>st</sup> Insight Summit

## **Progress Report Campaign Dates —**

Contact: Ms. Kimberly Hudgins

Overview

Three strategic Progress Report Campaigns are created each semester to better connect students to resources that can help them be more successful. Progress Report Campaigns allow student support staff to request feedback directly from faculty about students who may need additional assistance or may potentially be

at risk of failing a course.

#### 

PRC 1 - September 15th through September 22nd

PRC 2 - October 6th through October 13th (Select students and student-athletes only)

PRC 3 - November 3rd through November 10th

#### Spring 2026

PRC 1 - January 26th through February 2nd

PRC 2 - February 23rd through March 2nd (Select students and student-athletes only)

PRC 3 - March 16th through March 23rd

## **Budget Dates and Timeline -**

Contact: Ms. Kim Turner

TBD Deans meet with Provost on Fiscal Year Budget Requests

November 15, 2025 Deferred Maintenance/Renovation, Position & O&M budget development information

sent to budget managers.

December 2, 2025 Deferred Maintenance/Renovation due to Cabinet member

December 20, 2025 O&M and Position Justification Request or Personnel Action request

Forms due Cabinet approval for approval

January 10, 2026 Divisional Budget Summary Form saved in the "Approved" folder (Cabinet Only)

due to Budget Committee February 3

January 20, 2026 Program & Course Fee Request due to Provost for approval

February 3, 2026 HR to communicate all approved faculty new hire and replacement positions for

recruiting and personnel actions

February 26, 2026 All additional information due back to subcommittees

March 7, 2026 Subcommittee chairs to present draft proposals to the Budget Committee

March 15, 2026 Faculty that do not plan to return to Jax State for the next academic year will

submit a written resignation to his/her immediate supervisor (see Faculty

Handbook Section 6.1.1)

TBD Departments initiate returning Faculty Renewal Contracts and new

**Adjunct Contracts** 

March/April - TBD Send out Department Head Letters (Only New or Changes)

March/April TBD All returning Faculty Renewal Contracts and new Adjunct contracts due to the

**Provost and Department Head Letters (Only New or Changes)** 

March/April TBD Signed returning Faculty Renewal Contracts and Department Head Letters (Only

New or Changes) are due to Academic Affairs/Human Resources

June 15- Sept. 30, 2026 No Personnel Action Requests submitted due to new fiscal year preparation

July 1, 2026 College Compensation Plans are due to the Provost

August 1, 2026 Effective Start Date for all new hire Faculty

August 14, 2026 Current Faculty return to campus

Effective date of change for existing position adjustments (ePARF)

September 30, 2026 Current Fiscal Year ends

October 1, 2026 New Fiscal year begins

October 1, 2026 Anticipated start date for new position or vacant recruitment

requests (non-academic)

Dr. Janet Bayonese

## **Advising and Grading Days** -

0011101011	
Fall 2025	

October 9 - 10

Contact:

Spring 2026 .....

**February 26 - 27** 

## **Strategic Plan Progress Report Dates**

Contact: Ms. Amanda Abernathy

October 15, 2025 Strategic Plan Progress Report Deadline

April 8, 2026 Strategic Plan Progress Report Deadline

## Program Review Accrediation Letters Date \_

Contact: Ms. Amanda Abernathy

June 30, 2026 Program Review Accreditation Letters Due

#### Fall 2025 Faculty Contract Dates \_\_\_\_\_

Contact: Ms. Kim Turner

August 6 Full Fall, Fall A, & Fall Block 1 contracts are due in the Provost's queue for the

September 1, 2025 paycheck. All summer contracts are due in the Provost's queue

for any summer services com- pleted in the summer months (May-June-July).

August 12 Contracts will be signed by provost and routed to the faculty member.

August 14 Faculty Return.

August 14 Signed contracts by the faculty are due in the Human Resources queue.

August 20 Payroll deadline for September 1 paycheck.

August 11 Begin submitting overload contracts to be paid over 4 months (October 2024-

January 2025 pay dates). This date is before the payment due date.

August 25 Faculty overload contracts are due in the Provost's queue, close of business.

If the contracts are not in her queue by then, they will not be processed for

October 1 payroll.

September 3	Contracts will be signed by Provost and routed to the faculty member.
September 9	In order for these to reach HR and Payroll in a timely manner, overload contracts must be signed by faculty for October 1 paycheck.
September 10	Census Date. Departments can submit amended faculty contracts based on class enrollment on this date, if applicable.
September 17	All amended contracts for Full Fall, Fall A, and Fall Block 1 should be submitted.
September 13	All other Faculty contracts are due in the Provost's queue, close of business. These will be processed for November 1 paycheck.
September 16	Payroll Deadline.
September 24	Begin submitting faculty contracts for Fall B and Fall Block 2.
October 16	Faculty contracts are due in the Provost's queue, close of business.
October 18	Faculty contracts are due in Human Resources.
October 22	Payroll deadline for November 1 paycheck.
October 20	Departments can submit amended faculty contracts for Fall B and Fall Block 2 based on class enrollment on this date, if applicable.
November 3	Faculty Contracts are due in the Provost's queue, close of business.
November 6	Faculty contracts will be signed by Provost and routed to the faculty member.
November 11	Faculty contracts are due in Human Resources.
November 14	Payroll deadline for December 1 paycheck - Tentative.

December 1	Spring 2026: Begin submitting contracts for Full Spring, Spring A, Spring Block 1 Semesters.	
December 4	Faculty contracts are due to the Provost's que for january 2, 2026 Payroll	
December 8	Faculty contracts signed by Provost's and routed to Faculty.	
December 11	Payroll deadlines for January 2, 2026 Payroll -Tentative	

\*Dates subjected to change

## **Important Note**

For accurate W-2 and financial reporting, we are requesting that all contracts be submitted in time for the final monthly payroll of the year (December 1, 2025 pay date). Please be sure to check that any outstanding contracts for work completed in 2025 are submitted by November 3, 2025, so that they will be signed by the Provost in time to be included in the December 2, 2025 payroll.



#### Promotion and Tenure Timeline \_\_\_\_\_

Contact: Provost's Office

Note: Any deadline falling on a Saturday, Sunday, official holiday or day the university is officially closed shall be extended to the next business day. This timeline is applicable to candidates for the ranks of Associate Professor and Professor and those applying for tenure.

September 1 Call for Promotion and Tenure Applications

October 1 Faculty Portfolios due to department heads

October 1-15 Department or college review of portfolios

October 16 - 31 Department heads review portfolios

November 1-30 College promotion and tenure committees and deans' complete evaluation

December 1 Provost and Senior VP for Academic Affairs review portfolios for promotion and tenure

March 1 Candidates notified in writing by the Provost and Senior Vice President for Academic

Affairs.

#### Schedule Dates by Semester \_\_\_\_\_

Contact: Registrar's Office

Summer 2026 .....

November 1 Schedule rolls to departments

January 26 Deadline for schedule changes

February 2 Schedule is viewable to students and advisors

Fall 2026 .....

November 1 Schedule rolls to departments

January 26 Deadline for schedule changes

February 2 Schedule is viewable to students and advisors

Spring 2027

First day of Summer 2026 Term Schedule rolls to departments

Second week of September 2026 Deadline for schedule changes

Third week of September 2026 Schedule is viewable to students and advisors

## 2025-2026 Curriculum Change Timeline \_\_\_\_\_

Contact: Registrar's Office

Please see the timeline below for curriculum changes submission and the approval process. We recommend that you start your curriculum changes as early as possible and within the deadline outlined below.

First Working Day in September - Courseleaf opens for submission of next academic year curriculum changes. Submitting between the beginning of September and October 15 is the ideal time.

November 30 Last day to submit new or revised program proposals in Courseleaf.

Steps to be completed prior to the next deadline:

- ·Review by Department Curriculum Committee, if needed.
- ·Review of Writing Intensive courses by the WAC Committee, if needed.
- ·Review by Lead Advisor/Education Certification, if needed.

December 20 (or last day before Christmas break) - Last day for the Department Head approval. By this date, either the proposal must be at least at the College Curriculum Committee Chair step or be returned to the initiator.

January 15 - Last day for the College Curriculum Committee Chair approval. By this date, either the proposal must be at least at the Dean's step or be returned to the initiator.

NOTE: The College Curriculum Committee Chair must communicate the proposed changes with the committee members and either approve or return the proposal.

February 15 - Last day for the Dean's approval. By this date, either the proposal must be at least at the University Curriculum Committee/Graduate Curriculum Committee step or be returned to the initiator.

March 15 - Last day for the University Curriculum Committee/Graduate Curriculum Committee approval. By this date, either the proposal must be at least at the Provost step or be returned to the initiator.

April 15 - Last day for the Provost Office approval. By this date, the proposal must be at the Registrar's Office step.

## **Academic Affairs Programs and Initiatives Advisory Team Meeting Dates**

Contact: Kim Presson

Overview Dates are by invitation after new program or initiative information is presented to the Extended Dean's Council by the Department Head. The team provides the Department Head with next steps and timelines regarding their program or initiative implementation.

> The process for implementing new programs, program changes and other academic affairs changes can take up to two years or more, depending upon the notifications or approvals required.

In order to streamline this process and meet all necessary deadlines, the Academic Affairs Programs and Initiatives (AAPI) advisory team was created. The team is comprised of the individuals at the institution working in roles with responsibility in achieving the notifications, approvals, and other elements required prior to implementation.

The role of the advisory team is to provide information specific to the proposed change as well as continued support to department heads throughout the various stages of notifications and approvals. The advisory team does not have voting authority.

For more information on AAPI and to see what types of programs, changes, and initiatives are submitted through this process, click this link: https://www.jsu.edu/academicaffairs/departmenthead/programs-initiatives.html

The AAPI team meets on the following days via Teams at 3:00 p.m.

August 27

September 17

October 15

November 19

December 17

January 21

February 18

March 18

April 15

May 20

June 17

July 15

## **Academic Affairs Professonial Development**

Contact: Staci Stone

October 23 Accreditation Academy (1:00 – 4:30)

May 20 and 21st Insight Summit

TBD Academic Affairs Leadership Academy
TBD Academic Affairs Leadership Breakfast



## **Department Head Council**

Contact: Dr. Lori Hensley

August 26 Department Head Council (9:15-10:45am HCL1103C)

September 30 Department Head Council (9:15-10:45am HCL1103C)

October 28 Department Head Council (9:15-10:45am HCL1103C)

November 18 Department Head Council (9:15-10:45am HCL1103C)

December 16 Department Head Council (9:15-10:45am HCL1103C)

February 24 Department Head Council (9:15-10:45am HCL1103C)

March 17 Department Head Council (9:15-10:45am HCL1103C)

April 21 Department Head Council (9:15-10:45am HCL1103C)

# Faculty Senate —

Contact:	Dr. Heidi Dempsey
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August 25	Full Senate Meeting	3:15-4:30pm in Merrill B01
September 15	Full Senate Meeting	3:15-4:30pm in Merrill B01
September 29	Full Senate Meeting	3:15-4:30pm in Merrill B01
October 13	Full Senate Meeting	3:15-4:30pm in Merrill B01
November 3	Full Senate Meeting	3:15-4:30pm in Merrill B01
November 17	Full Senate Meeting	3:15-4:30pm in Merrill B01
December 8	Full Senate Meeting	3:15-4:30pm in Merrill B01
January 12	Full Senate Meeting	3:15-4:30pm in Merrill B01
February 16	Full Senate Meeting	3:15-4:30pm in Merrill B01
March 2	Full Senate Meeting	3:15-4:30pm in Merrill B01
March 16	Full Senate Meeting	3:15-4:30pm in Merrill B01
April 6	Full Senate Meeting	3:15-4:30pm in Merrill B01
April 27	Full Senate Meeting	3:15-4:30pm in Merrill B01







