**Indiana State University**

**Administrative Affairs Committee**

**Technology Center Room TC 109**

**February 27th, 2020 Meeting Minutes**

***Present***

**Members:** Ahmed Mohamed (Chair), Alma Anderson (Vice-Chair), Alden Cavenaugh

**Administrative Liaison:** Lisa Spence

**Guests:** Susan Powers, April Hay

***Absent***

**Members**: Jon Bakos (Secretary), Jodi Frost, Yong Joon Park.

**Faculty Senate Liaison:** Edith Wittenmyer

1. **Approval of Minutes from January 23rd**

Minutes approved 3-0-0

1. **Discussion about Data from Institutional Research**

Data was presented using percentages.  The committee decided that we are ready for the report.

The next meeting the committee will start writing the draft report and correct it and approve it via email.

1. **Discussion about calendar with guests (**Susan Powers, April Hay)

Committee asked the guests the following questions:

**Q: Thanksgiving break and study week are back to back in the calendar?**

We can’t change thanks giving break but we still can give assignments and quizzes during study week not more than 5%

**Q: What about accommodating Vigo high schools' Spring Break?**

A: Vigo county schools board does not want to cooperate about spring break time with ISU.

**Q: Is it possible to have Commencement after final grades? So as to not have people walk who are going to fail**

A: it is a walk not a graduation ceremony

**Q: Starting school on Tuesday?**

A: ISU is considering starting school on Wednesday.