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**Master Calendar of Events**

**Academic Senate Policy #S01-214**

At its meeting of March 6, 2001 the Academic Senate approved the following policy on a **Master Calendar of Events.**

**Rationale**

To encourage communication of campus events, both on and off campus, amongst all members of the campus community and interested public; to respond to students' needs and requests for a central means for obtaining information about campus events.

**Scope**

To define an 'event' as a special activity for purposes of inclusion in the calendar and to suggest treatment of regularly scheduled activities such as meetings, test dates, weekend classes; to recommend a structure for a web-based University-wide calendar of events; to identify key University players involved as designers, data providers, gatekeepers and central coordinator.

1. **Definition of an Event**

The committee recommends that University-sponsored and University
auxiliaries-sponsored special events, both on and off campus, be included on the main calendar. Information about date, time and location of regularly scheduled activities, such as important academic dates (e.g., 1st day of instruction, last day to add a class), standing meetings, weekend classes, and standardized tests, could be provided in a link from the main calendar. Standing and ad hoc meetings, in particular, may require separate review by the committee to determine parameters for inclusion, maintenance, etc.

2. Key Players

Designers -- staff from Computing Services working with Public Affairs, Publications, and staff representatives from OSPLD, Student Center, and AS Performing Arts.

Data Providers -- any faculty, staff, administrator, or officer of a recognized student organization and officers and employees of Associated Students (and other SFSU auxiliaries) who wish to publicize an SFSU approved event

Gatekeepers -- authorized members of the campus administration who approve events, address any related liability issues and receive information from the data providers. Gatekeepers submit, via a standardized template, the particulars of an event to Public Affairs. Suggestion: a gatekeeper is designated from each College, major department, VP area, to receive information for posting from members of their divisions.

Central Coordinator -- member of the Public Affairs staff who has final review of information about events submitted by gatekeepers and releases information for posting on the web calendar. Public Affairs staff will review for the data pertaining to an event for accuracy and to eliminate duplication. The committee recommends that additional resources be allocated to Public Affairs and to gatekeepers, such as OSPLD, to recognize
the increased workload.

3. Structure

Process -- The Master Calendar of Events will be posted by Public Affairs for display on the SFSU web site. Events will be accessible on a daily, weekly, and monthly format. A gatekeeper may provide an associated link for more information. Icons next to the name of the event will denote the type of event - e.g. music note for musical events.

(At the discretion of building coordinators, paper copies of the web calendar on a daily, weekly, or monthly basis, can be posted in appropriate buildings, such as the Cesar Chavez Student Center and Student Services Building.)

Search -- Events will be searchable in a variety of ways. The calendar's search feature will be able to locate events under a variety of criteria, such as: date, time, location, department, and event type.

Technical Specifications -- The specific design of the web calendar will be left to experts in Computing Services and Public Affairs. Computing Services will choose the appropriate software and write the calendar program.

Data Submission -- Members of the campus community will submit information about an event to their appropriate gatekeeper for approval - e.g. OSPLD, Student Center, an academic college or department. Once approved the gatekeeper is responsible for data entry of information using the established template and submission to Public Affairs. Public Affairs will provide a final review, most specifically for format and to avoid duplication; then releases the information for web posting. Corrections, revisions, and cancellations are to be forwarded by gatekeeper to Public Affairs who will make the changes on the next working day.
Committee Members

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