LCC INTERNATIONAL UNIVERSITY

Policy Number and Title:	SL.2.14 Events and Calendaring

Division	Student Life
Policy Section:	SL.2 (University Community Policies)
Applicable to:	Students, staff, faculty
Effective:	President's Cabinet (January 13, 2022)
Most Recent Revision:	President's Cabinet (January 13, 2022)
Contact:	Director for Student Engagement and Formation, Vice President for Student Life

Statement of Policy

All public events on campus must follow an established process for submission, approval, promotions, and post-event data tracking.

Rationale

LCC International University seeks to provide a robust learning community both in and outside of the classroom. Events contribute to community building, education, and formation at LCC. This policy outlines the process for planning events and organizing the campus calendar to avoid scheduling conflicts as well as ensure institutional data is kept up to date.

Calendaring

- The Academic calendar is prepared by the Registrar in cooperation with other Divisions and approved by the President's Cabinet each year in November for the following academic year. The academic calendar includes important academic dates (e.g., start and end dates of classes, breaks, etc.) and major institutional events.
- The Events calendar is prepared by the Director of Student Engagement and Formation and includes all other major fall and spring events. Events are approved at the Calendaring meeting in August (end of Add/Drop Week). Departmental representatives are invited to the Calendaring meeting to review and approve events.
- Events calendar approvals during the remainder of the academic year are updated on a rolling basis with priority given to events that were initially approved by the stated dates.
- The Student Life Management Team approves public events and reserves the right to decline events that do not follow the established process, are scheduled over other approved events, or are not in line with LCC values.
- Friday chapel is a reserved time for community gathering and the only public event held and approved at this time. No other meetings or events should be scheduled during this time.
- Event submission.
- All events must be submitted through the Public Event Approval Form.
- After the initial approval of the semester events. Event organizers must check the campus calendar before submitting an event request. All events must be submitted at least 2 weeks in advance.
- Only officially registered clubs or LCC departments may organize public events. Individual students are not permitted to host public events outside of a formal group.
- Event organizers may reserve space and/or promote their event only after they receive an event approval email from the DeFehr Front Desk Manager.

Set up for events

- If AV or sound support is needed at the event, event organizers must arrange it at least 1 week in advance.
- Late requests might not be accommodated. For large events that need special set-up (tables, chairs, etc.) the request needs to be coordinated with Facilities Manager 1 week in advance.

Event Promotion

- Only events approved through the Public Events process may advertise on official LCC channels (Facebook, bulletin boards, events newsletter, and Teams.)
- External events can be advertised on the bulletin boards at the lower level of DeFehr and/or on Teams at the discretion of SLMT.

Post Event data-tracking

- Each event organizer is responsible for keeping track of data on their events (participation numbers, guests, type of events, etc.).
- This information is important for internal evaluation of student engagement, assessment of the quality of events, as well as institutional stats needed for accreditation,
- There is one official Data Tracking form that collects essential information in one place.
- Information must be submitted not later than 1 week after the event's date.
- VPs are responsible for ensuring that staff in their departments follow this process.