

Subject: [allusers] University's Administrative Calendar / Schedule of Meetings  
Date: Wed, 23 Oct 2019 14:12:25 -0400  
To: allusers@lists.montclair.edu

Sent on behalf of the Provost and the President of the University Senate

The Wednesday Common Period (2:30-5:00 PM), during which classes do not meet, provides a time for meetings and other events on Campus.

On most Wednesdays, there is at least one Primary Meeting scheduled for some part of the Common Period. These meetings of University-Wide bodies are listed on the Administrative Calendar/Schedule of Meetings <<https://www.montclair.edu/provost/administrative-calendar>>, which is developed well in advance by the Office of the Provost, in consultation with the respective organizing bodies.

When organizing meetings or other events during any Wednesday Common Period, please be mindful not to create scheduling conflicts for individuals who have a commitment to attend a designated Primary Meeting during the particular Common Period.