EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC, APPELLATE, AND SENATE COMMITTEE
ANNUAL REPORT

2012-2013 Academic Year

COMMITTEE: Calendar Committee

1. Membership (include ex-officio members).

Mark Bowler
Kimberly Heidal
Charles Lesko (chair)
Mark McCarthy (vice chair)
Margit Schmidt
Ralph Scott
Sachiyo Shearman

Psychology
Nutrition and Dietetics
Technology and Computer Science
Business
Biology
Academic Library Services
Communication

Ex-Officio (with vote)
Angela Anderson
Ron Preston
Kylie Dotson-Blake
Bill McCartney

Rep. of Chancellor
Rep. of Chair of the Faculty
Rep. of Faculty Senate
Rep. of Provost and VC for Academic Affairs
Rep. of Student Body

2. Meeting Dates (include members present*).

August 29, 2012
Mark Bowler, Kimberly Heidal, Charles Lesko, Mark McCarthy, Ralph Scott, Sachiyo Shearman, Angela Anderson

September 26, 2012
Mark Bowler, Mark McCarthy, Kimberly Heidal, Charles Lesko, Ralph Scott, Margit Schmidt, Sachiyo Shearman, Angela Anderson, Lori Lee

October 24, 2012
Mark McCarthy, Kimberly Heidal, Margit Schmidt, Sachiyo Shearman, Angela Anderson, Bill McCartney, Lori Lee

November 28, 2012
Charles Lesko, Mark Bowler, Mark McCarthy, Kimberly Heidal, Margit Schmidt, Ralph Scott, Sachiyo Shearman, Angela Anderson, Bill McCartney, Kylie Dotson-Blake, Ron Preston, Lori Lee

January 23, 2013
Charles Lesko, Mark Bowler, Mark McCarthy, Margit Schmidt, Ralph Scott, Sachiyo Shearman, Amanda Fleming (in place for Angela Anderson), Kylie Dotson-Blake, Lori Lee

February 27, 2013
Charles Lesko, Mark Bowler, Kimberly Heidal, Mark McCarthy, Ralph Scott, Sachiyo Shearman, Angela Anderson, Kylie Dotson-Blake, Ron Preston, Bill McCartney, Lori Lee
3. Subcommittees established during the year (include progress and/or completion of work).
   None.

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.
   - Discussed a procedure for dealing with editorial changes and revisions to previously approved calendars.

5. Reports to the Faculty Senate (include dates and resolution numbers).
   - **12-107 December 4, 2012** Request Calendar Committee to split the University academic calendars into two (beginning with 2014/15 calendars) with a University academic calendar containing faculty-approved academic dates and a University student application/processing deadline calendar containing student deadlines determined after academic calendars are established and approved by the Chancellor.
   - **13-36 March 19, 2013** Revised Guidelines for Setting University Calendars and Scheduling Lecture and Discussion Classes.
   - **13-37 March 19, 2013** New Guidelines for Creating and Maintaining University Student Application/Processing Deadlines.
   - **13-38 March 19, 2013** New Format for University Academic Calendars.
   - **13-39 March 19, 2013** Formal faculty advice on the format for New Student Application/Processing Deadlines.
   - **13-41 March 19, 2013** Revisions to 2013/2014 approved University Academic Calendars to reflect change to last day for graduate students to drop courses without grades.

6. Business carried over to next year (list in priority order).
   - Work with ITCS to create downloadable (visual) calendar and establish procedure for future years.
   - In addition to the 2015-2016 calendar, add three more years of the University Academic Calendar so there will be a total of five.

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).
   A. Charge: No problems
   B. Personnel: The committee worked well together.
   C. Attendance: Faculty teaching schedules limit choices of when the committee can meet; however, there were no meetings at which we lacked a quorum.
   D. Responsibilities: No problems
E. Activities: The committee created a calendar for the 2014-2015 academic year, as is its charge. This was part of the development of separate calendars, University Academic Calendar and University Student Application/Processing Deadlines Calendar.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee. None.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? No.

Signed: Chairperson, Charles Lesko

Vice Chair, Mark McCarthy