Calendar Committee

1. Membership (include ex-officio members).
   - Jeanne Hoover* Academic Library Services
   - Eban Bean Technology and Computer Science
   - Mark McCarthy (chair) Business
   - Cindy Elmore Communication
   - Jennifer Radloff (secretary) Allied Health Sciences
   - Rob Preston Education
   - Margit Schmidt Biology
   - David Wilson-Okamura (vice-chair) English

   Ex-Officio (with vote)
   - Angela Anderson Rep. of Chancellor
   - Sonja Bareiss Rep. of Chair of the Faculty
   - Michelle Kellett* Rep. of Faculty Senate
   - Bill McCartney Rep. of Provost and VC for Academic Affairs
   - Michelle Kellett Rep. of Student Body
   - Tom McConnell Rep. of Assoc. VC/Chief Research Officer

2. Meeting Dates (include members present*).
   - **September 3, 2014**
     - Mark McCarthy, David Wilson-Okamura, Jennifer Radloff, Eban Bean, Cindy Elmore,
     - Margit Schmidt, Angela Anderson, Margaret Pio, Michelle Kellett, Lori Lee, John Stiller

   - **January 21, 2016**
     - Mark McCarthy, Ron Preston, Cindy Elmore, Eban Bean, Amanda Fleming (for Angela Anderson),
     - David Wilson-Okamura, Jeanne Hoover, Sonja Bariess, Bill McCartney,
     - Michelle Kellett, Lori Lee,

   - **February 18, 2016**
     - Mark McCarthy, Ron Preston, Angela Anderson, David Wilson-Okamura, Jeanne Hoover,
     - Bill McCartney, Jennifer Radloff, Margit Schmidt, Lori Lee,

   - **March 31, 2016**
     - Mark McCarthy, Ron Preston, Eban Bean, Amanda Fleming (for Angela Anderson),
     - Margit Schmidt, Bill McCartney, David Wilson-Okamura, Jennifer Radloff, Lori Lee, 2
     - student representatives (for Michelle Kellett)

3. Subcommittees established during the year (include progress and/or completion of work).
   - To develop and administer survey to affected faculty regarding make-up days for labs when
     classes are cancelled due to inclement weather or other reasons.
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.

   Approved the Student Application/Processing Deadlines Calendar for 2016/2017 developed by the Registrar’s office. The calendar was provided to Faculty Senate at the February 23, 2016 meeting for information purposes since it does not require a vote.

5. Reports to the Faculty Senate (include dates and resolution numbers).
   Resolution #16-21: Additions to the Fall 2016 and Spring 2017 Final Exam Schedules.


6. Business carried over to next year (list in priority order).
   • In addition to the 2018-2019 calendar, add three more years of the University Academic Calendar so there will be a total of five.
   • Consider staggering class start times for Belk Building and Minges Coliseum to enable students with back to back classes to change in a timely manner.

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:
      ▪ Conducted a survey inquiring about make-up days for lab classes.
      ▪ The committee revised the fall 2016 and spring 2017 final exam schedules due to the increase in the number of conflicts for students having a 5:00 p.m. class final exam and a common exam final at the same time.
      ▪ The committee created a calendar for the 2017-2018 academic year, as is its charge.

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  Mark McCarthy
   Secretary  Jennifer Radloff