Calendar Committee Meeting Minutes
Thursday, February 19, 2015

Start time: 3:30  End time: 4:30 PM
Location: Rawl 303
Purpose: Scheduled Meeting

Attendees:
Regular Members Present: Ron Preston, Cindy Elmore, Jeanne Hoover, Mark McCarthy, David Wilson-Okamura, and Jennifer Radloff
Ex-officio Members Present: Angela Anderson, Bill McCartney, Margaret Pio, Katie Swanner
Other: Lori Lee

1. Opening (5 minutes)
   1.1 Review Agenda/Attendance
   1.2 Review minutes of previous meeting

   Radloff moved approval; Elmore seconded; motion approved.

   1.3 Approval of minutes of previous meeting

2. Review of 2016 – 2017 Calendars (15 minutes)
   2.1 Summer 2016 Calendar

   The committee reviewed the calendar, with the following notations made: second summer – Census Day should be 24 June, same as drop day. Faculty have 48 hours to post grades, so for summer 1, grades are due on Friday at 8:00 am. Motion to approve with corrections by Elmore and seconded by McCartney. Motion approved.

   2.2 Fall 2016 Calendar

   The committee will need to wait on the Faculty Senate action on the Fall 2015 calendar before debating the sample Fall 2016 calendar. A week break at Halloween was suggested by the Academic Council. The Chancellor is amenable to such a move of Fall Break, if suggested by the Calendar Committee and approved by Faculty Senate. It was noted that Halloween nights are more problematic when they fall on Thursday, Friday, or Saturday. Halloween 2015 is on a Saturday. Options for an alternative fall break were discussed:
   - Schedule the Friday before and Monday after Halloween as a break
   - Schedule the Friday before and Monday and Tuesday after Halloween as a break
   - Schedule the Thursday and Friday before and the Monday after Halloween as a break

   Following a straw vote the indicated support for the third option above, the committee decided to put a resolution before Faculty Senate for the fall 2015 Fall Break to be moved and extended to the Thursday and Friday before Halloween and the Monday after Halloween. This plan would involve closing dorms and using the Thursday before commencement as a test day in order to allow for the additional Fall Break day.
For the resolution, McCartney agreed to write it, citing the reasons for considering the move of Fall Break (e.g., safety; good city citizen). McCarthy agreed to work up a sample calendar.

2.3 Spring 2017 Calendar

After a brief discussion, Radloff moved approval and Elmore seconded for the Spring 2017 calendar. The motion was approved with one minor change: move of Census Day to Monday the 23rd.

3. Discussion of the Student Application/Processing Deadlines calendar

Mark McCarthy

Angela Anderson provided a handout with dates from Cashier, Undergraduate Admissions, Graduate Admissions; and the Registrar.

4. Discussion of scheduling fall break around Halloween in future calendars (15 minutes)

Bill McCartney

5. New Business (5 minute)

5.1 Note any new business

Mark McCarthy

There is no specific make-up day for weather. Faculty are to make up work lost via electronic or other means. Wilson-Okamura agreed to write this memo.

Rondell Rice, Director of the Bachelor of Science in Undergraduate Studies, raised a question about one-credit-hour classes. Such classes do not have a final exam. Do these classes meet the necessary number of minutes? It was discussed that the vast majority of the one-hour classes on campus actually do meet as many or more than 15 times 50 minutes. For example, COAD 1000 classes meet for two hours per week and most science labs meet three hours per week.

6. End Items (5 minutes)

6.1 Review Action Items

Mark McCarthy

6.2 Date of next meeting & any questions regarding meeting minutes

Ron Preston

The next meeting will be Thursday, 5 March 2015 at 3:30 in Rawl.

6.3 Adjourn Meeting

Mark McCarthy

The meeting was adjourned by Chair McCarthy.