Revised
Calendar Committee Meeting Minutes
Thursday, November 3, 2016

Start time: 3:30  End time: 4:30 PM
Location: Rawl Annex 142
Purpose: Scheduled Monthly Meeting

Attendees:
Regular Members: Jeanne Hoover, Mark McCarthy, Lynne Modlin, Nanyoung Kim, and Jeni Parker
Ex-officio Members: Angela Anderson, Jane Manner, and Michelle Kellett

1. Opening
   • Meeting minutes from the March 31, 2016 meeting were approved.
   • Fall 2016 exam schedule: This is the first semester to have the Reading Day final exams. For classes that meet on Tuesday nights, the final exam is on Tuesday, December 13, during the regular exam period. The evening of Tuesday, December 6 (Reading Day) is reserved for the 5:00 MW & TH classes. Angela Anderson will send an email clarifying this issue for faculty that teach on Tuesday nights.

2. Discussion and Review of 2018-2019 Academic Calendars
   • The committee members reviewed the 2018-2019 Academic Calendars prior to the meeting. During the meeting, the following edits were recommended.
   • Summer Semester 2018:
     o No revisions
   • Fall Semester 2018:
     o Early registration was moved back a week to avoid overlapping with the course withdraw deadline for fall 2018. Special populations can begin registration for Spring Semester 2019 on November 2, 2018 and general registration will start on November 5, 2018. This gives students more time to meet with advisors and it gives various departments time to process withdraws before handling registration.
     o The following wording was added to Friday, August 17: “Advising and schedule adjustments.” This aligns the Fall Semester 2018 calendar with the Spring Semester 2019 calendar
     o Convocation will be noted on the calendar (August 17).
     o On the final exam portion of the calendar, some French and Spanish courses should be FREN 2003 instead of FREN 1003 and SPAN 2004 instead of 1004.
   • Spring Semester 2019:
     o Early registration was moved from March 15 (special populations) and March 18 (general early registration) to March 22 and March 25 respectively. This is to avoid overlap between early registration and semester withdraws.
     o Last day to withdraw from courses was edited to be Wednesday, March 20 instead of March 21.
     o Census day was moved to Friday, January 18 instead of January 21 to avoid MLK Jr. Day.
     o MLK Jr. Day should be on January 21 instead of January 14.
     o Grades are due by 8 a.m. on Monday, May 6.
     o On the final exam portion of the calendar, some French and Spanish courses should be FREN 2003 instead of FREN 1003 and SPAN 2004 instead of 1004.
   • All calendars were approved.
3. Discussion/Update on Belk/Minges Class Scheduling Issues
   - Bill met with the HHP Deans and discussed the class scheduling issues. A 30 minute time change was proposed to them, but they both expressed that they did not want to go that route.
   - The committee discussed the option of not changing the schedule or expanding the time between classes from 10 minutes to 15 minutes campus-wide on MWF. If we move to 15 minutes between classes, we would lose a class period as well.
   - The committee suggested doing a short faculty survey to get feedback about the 15 minute time change. The survey will also be shared with the student assembly. The committee will share the survey with faculty in the spring.

4. New Business
   - None. We will wait on discussing the split semester (short semester between fall and spring) at this time.

5. End Items
   - Action item: The committee will develop a short survey to share with faculty in the spring. Jeanne will create some draft questions and share it with the committee.
   - No meeting in December