Calendar Committee Minutes
Thursday, January 21, 2016

Start time: 3:30   End time: 4:45 PM
Location: Rawl 303   Purpose: Regular Scheduled Monthly Meeting

Attendees
Regular Members: Ron Preston, Eban Bean, Cindy Elmore, Mark McCarthy, Jeanne Hoover, and David Wilson-Okamura were present; Jennifer Radloff and Margit Schmidt could not attend.

Ex-officio Members: Angela Anderson (Amanda Fleming attended on her behalf), Sonja Bareiss, Michelle Kellett, and Bill McCartney were present. Margaret Pio could not attend.

Guest: Lori Lee

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

Motion to approve the minutes made by Bean, seconded by Bareiss and approved.

2. Discussion of when the 60% drop day should be set in the calendar - we have set the date based on class days, financial aid bases 60% using the end of the semester. (final exams or commencement) (10 minutes)

Amanda Fleming reported that the Calendar Committee calculation of the 60% date is different than Financial Aid’s 60%. Financial Aid cannot change how they calculate due to federal regulation and FA counts days through the exams period. They also count days for Fall Break, one-day holidays, etc., but do not count Spring Break or any break of five or more days. Because 80% + of our students receive financial aid, it is important for the 60% figures to align and the financial aid figure cannot be changed. Bean moved and McCartney seconded that the calendar date with Financial Aid. The motion passed.

3. Approval of moving the fall 2016 common exams currently scheduled on Wednesday, December 14 to Wednesday, December 7. (5 minutes) Mark McCarthy

Preston moved, Elmore seconded, and the motion passed.

4. Approval of the 2016-2017 Processing Dates Calendar. (5 minutes) Mark McCarthy

The 2016-17 processing calendar is now ready to be posted.

5. Approval of 2017-2018 Calendars. (15 minutes) Mark McCarthy

Summer 2017 – language involving “drop” should be changed to “withdrawal.” Fostering Undergraduate Student Success language from the UNC GA changes this wording. Drop/add becomes course adjustment period. However, the committee agreed to use transition language as
follows: “Last day of course adjustment period (registration and schedule changes/drop and add) for first session by 5:00 pm.” For the June 7, Wednesday entry, change “drop courses” to “withdraw from courses.” Remove table row below May 29 in 11-week session.

Fall 2017 - September 1 is Census Day. For October 25, change drop to withdraw. Move the 4 November application date from academic to processing calendar.

Spring 2018 – Removal of incomplete date for undergraduates needs to be added. For the 30 March – 1 April state holiday, the days need to be from Friday to Sunday (not Saturday).

Wilson-Okamura moved that the committee accept the calendars as revised. Bean seconded and the motion was approved.

6. Discussion of inconsistency between the academic calendar and the Graduate catalogue on the deadline to remove an incomplete. Mark McCarthy

(10 minutes)

“I” grades must be resolved within one calendar year or a grade of “F” will be automatically assigned.

A motion by Bean and seconded by Wilson-Okamura to contact Diane Coltraine and Kathy Cox and request that the Graduate School or Graduate Council suggest new language. Perhaps the Graduate School can use the thesis deadline date for submission of materials, instead of removal of incomplete.

7. Discussion of conflict between a MATH 2122 sections and CHEM common Final exams in the spring 2016 semester. Committee members we copied on the email from Chal Benson to Andrew Morehead. (10 minutes)

Discussion involved offering the following Thursday as the MATH exam time. There are 15 students with two exams at the same time. Decision was made to offer the Tuesday (3 May) following the Thursday (28 April) exam conflict time.

8. Final decision/conclusion related to the missed classes make-up policy for labs that meet once a week based on survey/results (5 minutes)

Based on survey results, the committee does not believe it needs to go any further with policy. Bean moved, Wilson-Okamura seconded, and the motion was approved.

9. New Business. (5 minutes)

Discussion: Comment from a group doing a common exam – do we always have to be the last day? Rotate exam days? Right now, CHEM, CHEM, FORL, FORL, MATH; next time MATH, CHEM, CHEM, FORL, FORL? Or do one schedule for Fall and another for Spring?

Discussion: There are student complaints that they cannot get from main campus to Belk campus in the 10-minute class breaks. Offset class start-stop times on Belk campus? Use MWF versus TR scheduling? Use cohorts? Have a particular major try to solve the scheduling problem?

10. End Items. (5 minutes)
Amanda Fleming noted the following editorial changes for approved calendars:

- Spring 2016 – Census date is actually 25 January (the 10th day of classes). Incompletes being removed are from 2015, not 2014.
- Fall 2016 – Census date is 2 September (10th class day).
- Spring 2017 – First day of registration is October 31 instead of October 17.

These changes need to be made editorially.

Having finished the business for the day, Bean moved to adjourn, Preston seconded, and the motion was approved.