Calendar Committee Meeting Minutes  
Thursday, February 18, 2016

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

Attendees
Regular Members: Ron Preston, Jeanne Hoover, Jennifer Radloff, Margit Schmidt, Mark McCarthy, David Wilson-Okamura,  
Ex-officio Members: Angela Anderson, Bill McCartney  
Guest: Lori Lee

1. Opening (5 minutes)  
   1.1 Review Agenda/Attendance  Mark McCarthy  
   1.2 Review minutes of previous meeting  Mark McCarthy  
   1.3 Approval of minutes of previous meeting  
      Bill McCartney 1st approval of Feb minutes; JRadloff approval; All Agreed

2. Discussion of Revised Final Exam Schedules to Avoid Conflicts (45 minutes)  Mark McCarthy

   • Angela Anderson provided numbers of sections & students of 5pm class times as well as numbers of students in common exams for this semester for discussion of impact.  
   • Bill McCartney did small sample survey of students; students verbalized preference for evening of Reading Day  
   • Explored/discussed several options of Reading Day, end of Finals (Friday) times, Saturday (through discussion doesn’t sound like there is an added expense to our resources if this is a viable option).

Proposal to Faculty Senate:  
Reading Day Evening 4-6:30 & 7-9:30  
T/R 5pm classes would be moved 4-6:30pm Reading Day  
M/W 5pm classes would be moved to 7 – 9:30pm Reading Day  
All other exam times remain the same

Other Options:  
Saturday: 9-11:30am and 1-3:30pm  
T/R 5pm classes would be moved 9-11:30am Saturday  
M/W 5pm classes would be moved to 1-3:30pm Saturday  

OR  
Friday 7:30 – 10pm; Last Day of Exams 5-7:30pm (extending beyond the 4:30pm stop time for grades, keeping the 48 hour rule in place to upload grades)  
T/R 5pm classes would be moved 7:30 – 10pm Friday  
M/W 5pm classes would be moved to 5-7:30pm Last Day of Exams

• Update to the Fall 2016 and Spring 2017 with our option above  
• Update to proposed Fall 2017 & Spring 2018  
• Updates to Guidelines for setting the Calendars to include the change to the Final Exam schedules
3. New Business (5 minutes)  Mark McCarthy
Change wording from Graduate students last day to remove incompletes given during ___Semester change to Last Day for Faculty to Remove Incompletes for Graduate Courses
This goes onto Last Day of Final Exams for Fall and Spring Calendars given during ___term___year

Possible New Task: Adjust start/end class times for revision due to challenges of students being able to feasibly transition between buildings in 10 minutes (i.e. Belk to Minges). No action to be taken until such time as directed by faculty Senate.

4. End Items (5 minutes)  Mark McCarthy
   4.1 Review Action Items
   4.2 Date of next meeting & any questions regarding meeting minutes  Jennifer Radloff
   4.3 Adjourn Meeting  Mark McCarthy
      David Wilson-Okamura 1st; Jennifer Radloff 2nd; all agreed