Calendar Committee Meeting  
Thursday, September 1, 2016

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

Attendees
Donna Kain, Secretary of the Faculty (representative in absence of John Stiller, Chair of the Faculty)  
Members: Jennifer Radloff, Margit Schmidt, Mark McCarthy, Jeanne Hoover, Lynne Modlin  
Ex-officio Members: Angela Anderson, Bill McCartney, Tom McConnell, Jane Manner, Lori Lee  
1 student representative

1. Welcome to 2016-17 Calendar Committee  
   Donna Kain, Secretary of the Faculty welcomed committee members to the first official meeting of the 2016-17 year. She went over the charges assigned to this committee:
   - In addition to the 2018-19 calendar, add three more years of the University Academic Calendar so there will be a total of five.
   - Consider staggering class start time for Belk Building and Minges Coliseum to enable students with back to back classes to change in a timely manner.
   - Update guidelines and format for academic calendars.

2. Nomination and Election of a Chair, Vice Chair, and Secretary for 2016-17
   - Jennifer Radloff nominated Mark McCarthy for Chair position, unanimous “in favor” by all members present - Mark McCarthy elected and accepted Chair position
   - Jennifer Radloff self-nominated for Secretary position, unanimous “in favor” by all members present – Jennifer Radloff elected and accepted Secretary position
   - Mark McCarthy nominated Jeanne Hoover for Vice Chair position, unanimous “in favor” by all members present – Jeanne Hoover elected and accepted Vice Chair position

3. Mark McCarthy to draft the 2018-19 academic calendar in collaboration with Angela Anderson (registrar’s office); assign sub-committee teams (2-3 person teams) for a term to check their respective assigned semester to assure accuracy of dates and to bring any concerns forth at the next meeting.

4. Request for minor revisions to current academic calendar:
   - Final Exam Schedule due to conflict - Lori Lee and Angela Anderson to have Mark McCarthy to make suggestion of minor revision to Faculty Senate. No other action needed by committee members.
   - Graduate School Drop-date of classes now in alignment with Undergraduate Drop-date; just need to update current academic calendars. Mark McCarthy to work with Angela Anderson and Lori Lee and send to Faculty Senate. No other action needed by committee members.

5. Discussion of staggered start times for classes held in Belk Building and Minges Coliseum
   CONCERN: only 10 mins between classes causing tardiness to classes at Belk and Minges
   DISCUSSION:
• 15 minute breaks however impact to entire campus classes, is this still enough time to ensure reduction in tardiness?
• 30 minutes between classes, this is easier to track that classes either start on the hour or half hour in those two buildings.

SUGGESTIONS: Mark McCarthy and Bill McCartney to talk with department chairs in those programs that utilize class space in Belk and Minges to discern a reasonable solution best options. Unanimous “in favor” for Mark and Bill to talk with department chairs and bring back options to the Calendar Committee for further discussion.

6. New Business – (Bill McCartney) possibility of adding Winter Intercession
DISCUSSION: 10 days = 2 weeks; no increase in charges to students for room and board that are currently paying for academic year. Increase in revenue for ECU. Increase in student’s completing required 1 credit hour courses in a shorten semesters vs having heavier academic loads. Might be beneficial for courses that are service-learning based and need to occur in a short span of time without conflicting with other courses in student’s schedules. Discussion tabled for now; to re-visit in upcoming meeting.