Calendar Committee Meeting Minutes  
Tuesday, October 24, 2017

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

Attendees:
Regular Members: Margit Schmidt, Mark McCarthy, William Gee, Lynne Modlin, Nanyoung Kim, and Jeni Parker
Ex-officio Members: Angela Anderson, Bill McCartney, Richard McCarty, Courtney Williams

1. Opening
   • Meeting minutes from the September 17, 2017 meeting were approved.

2. Discussion and Review of Updated Academic Calendars Guidelines
   • The committee members reviewed the Academic Calendars Guidelines prior to the meeting.
   During the meeting, the following edits were recommended.
   • Summer Semester Guidelines:
     o Everywhere “schedule changes” was written must be changed to “schedule adjustments.”
     o Summer First Session 4th Line Entry: “Classes begin; schedule adjustments (classes must be one week post commencement/graduation)”
     o Summer Second Session 4th line entry: “Classes begin; schedule adjustment (must have one day between Final Exam and start date)”
     o Summer Second Session 7th Line Entry: Change July 4th to Independence Day.
     o Summer 11-week Session 4th line entry: Classes begin; schedule adjustments. (classes must be one week post commencement/graduation)”
     o Summer 11-week Session 8th line entry: “Midsummer Break (no classes, first summer session exam day + one day break)”
     o Summer 11-week Session 10th line entry: Change July 4th to Independence Day
   • Fall Semester Guidelines:
     o Everywhere “schedule changes” was written must be changed to “schedule adjustments.”
     o 13th Line Entry: Change “working day” to “Friday prior to open registration.”
     o 14th Line Entry: Omit Registration should not overlap 1st and 4th of the month. Change to “Must be after last day of course withdrawals.”
     o On Final Exam portion of the calendar, all Foreign Language Courses “1003 and 1004” are to be changed to “2003 and 2004”
   • Spring Semester Guidelines:
     o Everywhere “schedule changes” was written must be changed to “schedule adjustments.”
     o 2nd Line entry: Omit “registration should not overlap 1st and 4th month)
     o 7th Line Entry: Omit “Tuesday” and replace with “10th class day”
     o 8th Line Entry: Omit “Thursday”
     o 12th Line Entry: Change “working day” to “Friday prior to open registration.”
13th Line Entrance: Omit Registration should not overlap 1st and 4th of the month. Change to “Must be after last day of course withdrawals.”

16th Line Entrance: Include with “not needed if classes begin on Friday”…… “Same as last class day”

On Final Exam portion of the calendar, all Foreign Language Courses “1003 and 1004” are to be changed to “2003 and 2004”

- All Academic Calendar Guidelines were approved with changes. Mark McCarthy to update guidelines accordingly.

3. New Business

- Mark brought to the committee a faculty concern with Exams not auto scheduled for classes that do not follow the class guidelines such as MW or WF classes. Discussion was generated and the committee felt this was beyond what the Calendar Committee could address. Mark to notify faculty member that Angela Anderson will be working with Shawna on incorporating separately in the system these exams for classes that do not fit within the guidelines.

- Mark presented the start and stop dates for the Academic Year and Calendar Year for the Summer, Fall and Spring. The dark highlighted area is what we are working on this year, the white shaded area has been completed previously and the light shading is for the future. The Calendar Year should not excel beyond December 20

- Mark presented the idea of maintaining the required 2250 hours for summer by reducing class days from 25 to 24 to allow for 2 exam days to be offered instead of 1. This would require the creation of an exam schedule for the summer. Will discuss further in subsequent meetings.

- Graduate School offered input that “Remove incompletes must occur on last day of class for all semesters.” Currently this is found on all semesters of the Academic Calendar Guidelines.

4. End Items

- Action items: Mark McCarthy will work on the 2019-2020 Academic Calendar for the committee members to review. The committee will further discuss Summer Final Exam days: 1 day vs. 2 days.

- Next Meeting some time in November. Mark to schedule

- Meeting Adjourned.