Calendar Committee Meeting
Tuesday, February 6, 2018

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

Attendees:
Regular Members: Brenda Eastman, Margit Schmidt, Mark McCarthy, William Gee, Lynne Modlin, Nanyoung Kim, and Jeni Parker
Ex-officio Members: Amanda Fleming, Bill McCartney, Richard McCarty, Tom McDonnell
Guest: Lori Lee

1. Opening
   • Meeting minutes from the October 24, 2017 were approved.

2. Discussion and Review of Updated Academic Calendars Guidelines
   • The committee members reviewed the Updated/Approved Academic Calendars Guidelines.
     - Suggestions for change:
       - Editorial lower case “incomplete grad courses.”
       - Fall Semester Grades due at 4:30 “December xx, Friday” (approx. 48 hrs after last final)
     - Discussion about common exams: Mark alerted the committee that these are guidelines that can be modified as needed.
     - Guidelines to be taken to Faculty Senate after editorial changes.

3. Review and Discussion of 2019-2020 Calendars
   • Summer
     - Editorial changes: “change” to “adjustment” throughout
     - Census date verified
     - Summer Calendar approved
   
   • Fall
     - Advising dates verified.
     - Thanksgiving changed to Nov 27-Dec 1
     - Discussion of coming back after Thanksgiving break for only 1 day and students not participating in this last day of class since it is only 1 day of that week.
       - Discussed various options: start on Tuesday/end on Tuesday, have Tuesday off after Labor Day and add extra Tuesday at the end, or add extra Tuesday at the end
     - Mark McCarthy made a motion for classes to end on December 3 with an extra Tuesday. This would require the following changes: Reading Day on December 4, Exams moved to 5-12, Grades due on Dec. 14, and exams will have to be rearranged.
• Spring  -  
  o Discussed Grades Due: Verified by Amanda Flemming to leave as is 
  o Discussion of starting the Spring Semester on the 13th of January. It was presented to the committee to start on January 13th and end on May 7th with commencement on the 8th. The committee voted and approved the Spring Calendar with the proposed changes. 
  o NOTE: In future calendar creations, Summer 2020 will start on May 18th and end on July 31st when this calendar is created.

4. Discussion of two-day exam period for summer sessions

• In previous meeting, Mark presented the idea of maintaining the required 2250 minutes for summer by reducing class days from 25 to 24 in order to allow for 2 exam days instead of 1. Mark continued this discussion with the explanation that 10-minute breaks occur with the classes and this would impact the overall minutes that are required. With the expected time allotment and 10-minute breaks, the minutes met would only add up to 2240 which does not meet the requirement of 2250 min. Potentials could be giving a 5-minute break in order to meet the time required. This topic has been tabled for the time being.

5. New Business : None

6. End Items

• Date of next meeting to be determined in Fall 2018

• Meeting adjourned.