

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** October 19, 2011

**ATTENDEES:** Brent Henze, Charles Lesko, Johna Faulconer, Reid Parker, Ralph Scott, Sachiyo Shearman, Margit Shumidt,

**EX-OFFICIO:** Angela Anderson, Mark Richardson, Kathy Cox (conference call)

**GUESTS:** Marcella Camara (Rep. of Student Body), Brian Hall (ITCS)

The meeting was called to order at 12:00pm in Rawl 142 by Charles Lesko. Sachiyo Shearman asked for any changes that are needed to be made for the previous meeting's minutes. Mark Richardson noted a calendar year that Ralph Scott worked was Spring 2014 and not 2013. Sachiyo noted the change will be made and asked for an approval. Brent Henze motioned to approve. Parker seconded. The minutes were approved. Charles presented the agenda for the meeting and the agenda was approved.

Charles asked the committee to share their feedback for three calendar drafts: Summer 2013 submitted by Margit Schmidt, Fall 2013 submitted by Reid Parker, and Spring 2014 submitted by Ralph Scott. Charles asked everyone in the committee to pay attention to the details of each calendar draft, even though the individual who submitted a draft will keep track of all the updates made to the specific semester's calendar draft, until it is approved by the calendar committee and by the faculty senates. The committee discussed some editorial changes for each calendar drafts. Kathy Cox commented that the dates for the fall break seem to be getting earlier. Brent noted that it is seventh week after the semester started and is right around the half way through the semester. Charles stated that we should follow the guideline approved by the faculty senate in creating the academic calendar. Brent noted that the current committee can create a document about the interpretation of guideline for the committee, which can assist us in creating the calendar. Charles asked if he could write it up. Henze agreed to work on the document.

Reid invited Brian Hall from ITCS to inform us about the downloadable calendar. It works like a web format system, like the CommonSpot content management system, where we can type in the list of events and short descriptions to the calendar. He noted that currently Lori Lee and her graduate student input the academic calendars to the system. Brent asked if the calendar can be divided, or an individual downloading it can select what to be downloaded. Brian answered that we have one downloadable academic calendar currently, but it is possible for us to have sub-calendars.

Charles mentioned that Kathy created the list of items to be included in the faculty and administrative calendar that and asked for the committee's feedback, asking if there is a value for creating two separate calendars. Sachiyo stated that these websites that Kathy located had included dates in their own respective websites and that the interested individuals might look at these specific websites and not the main academic calendar. Angela noted that there are some administrative dates that may not have to be included in the academic calendar. Ralph asked about advising related dates. Charles mentioned that we have to follow the calendar committee guideline. Brent stated that the calendar committee should create university calendar with minimally required information for the faculty senate approval, and then the other administrative dates can be added to this yet-to-be-created administrative calendar. Lesko stated that the committee will revisit this issue. Angela noted that she needs to make the changes soon. Johna suggested that the committee can recommend Angela to make those editorial changes. Ralph asked Angela to share the list of those changes to the committee. Anderson listed five changes that are needed to be made (see the memo below). Sachiyo motioned that the committee will recommend that Angela to make the editorial changes mentioned in this meeting, as the committee work on the procedure to make editorial changes for the academic calendar. Parker seconded. The committee agreed.

Charles noted that we are going over the time, but asked the committee to review the section 6.4 (activities affected by class cancellation or classes held under adverse conditions) of the document titled Adverse Weather/Conditions and Emergency Closings. The committee discussed some interpretations for it and agreed to add 6.4.3 to clarify. Johna stated

that 6.4.3 could state that the class-make up policies are established in accordance with the policy for making up missed class dates (faculty senate resolution#06-14). Brent edited and the committee agreed to add the following verbiage.

*6.4.3 Make up policies governing class cancellation are established by Faculty Senate Resolution#06-14, which state:*

Policy for making up missed class days (Faculty Senate Resolution #06-14)  
Partial missed days should not be made up. Entire missed days should be made up (in keeping with the 750 minutes per credit hour requirement set by the UNC General Administration)

Designated make-up days for Fall Semester

Make-up days should be used in the following order: Reading Days at the end of the semester; Tuesday of Fall Break; Monday of Fall Break; Wednesday before Thanksgiving.

Designated make-up days for Spring Semester

Make-up days should be used in the following order: Reading Days at the end of the semester; Good Friday. If additional make-up days are needed, the Executive Council in conjunction with the Calendar Committee will decide how to make them up.

Suggestions on how to make up missed time

By meeting at the usual class time on the designated make-up days (avoid giving tests on these days) or by some activity relevant to the class (outside the usual class time, but not necessarily on the designated make-up days, as decided by the instructor following whatever procedures have been adopted by the unit).

Charles stated that our next meeting will be on November 16<sup>th</sup> Wednesday at 12:00pm noon.  
The meeting was adjourned at 1:35pm.

Memo from Angela about the list of changes requested:

- Changing the SAAC Appeals deadline from Friday, December 23 at 5 pm (University will then close for 10 days) to Tuesday, December 20, at 5 pm – Office of Register
- Changing January 2 to January 4 – Cashier (University will be closed on January 2; this change then necessitates the other changes); without this change, we would be assessing a late fee on a day when the University is closed, and preventing students who pay in person, from doing so. Administrative processes affected.
- Changing January 2 to January 5 (fees accepted with late processing fee) – Cashier – related to the closing of the University for 10 days during the holidays. Administrative processes affected.
- Changing January 3 to January 5, and the time from 4 pm to 5 pm (schedule cancellation) – Cashier - related to the closing of the University for 10 days during the holidays. Administrative processes affected. Changing the time from 4 pm to 5 pm to accurately reflect hours of the office, and time that Touch Net is available for online payments.
- Changing time on January 18, from 4 pm to 5 pm (second schedule cancellation) – to accurately reflect the hours of the office, and the time that Touch Net is available for online payments. Striking “late add” to clean up the calendar, as there is no longer a late add day on the calendar, approved by the Faculty Senate at the 2/22/11 meeting, per an email to last year’s calendar committee chair.