

CALENDAR COMMITTEE MEETING MINUTES

MEETING DATE: October 24, 2012
ATTENDEES: Mark McCarthy, Kimberly Heidal, Margit Schmidt, Sachiyo Shearman
EX-OFFICIO: Angela Anderson, Bill McCartney
GUESTS: Lori Lee

The meeting was called to order at 12:05pm in Rawl 142 by Mark McCarthy. Minutes from the previous meeting was approved. Agenda for the current meeting was approved.

Mark McCarthy stated that first item on the agenda is to review calendar drafts for Summer 2014, Fall 2014, and Spring 2015. He noted that, based on our previous meeting's discussion, we need to make sure to have one week between Spring and Summer semesters, and to do that we can push back the starting date of Summer 2014 for a week (with May 19th as the day classes begin). Angela Anderson stated that it is fine if the registration date falls on Friday of the previous week. Margit Schmidt said that she will move back the Spring 2015 starting date and make all the relevant changes and send the updated Summer 2014 draft back to the committee.

Bill McCartney asked if the committee had discussed the possibility of moving fall break on Thanksgiving week. Sachiyo Shearman stated that committee touched on this very issue in previous meeting, when we discussed the guidelines for setting university calendars. Bill McCartney mentioned that a large numbers of students are leaving campus early, according to the traffic counts data from on campus dining halls prior to Fall Break and Thanksgiving Break. He continued that having two separate breaks in fall semester could mean two lost weeks academically. Angela Anderson volunteered to look into the other UN system schools. Bill McCartney volunteered to look into the information as to how common this practice is in other schools and to see if he can obtain any data as to the impact of this possible change from the university that made this move (such as the University of Mississippi).

Reviewing the Fall 2014 calendar, Angela Anderson noted that some faculty had complained not having 48 hours after the last final exam to submit final grades. Mark McCarthy suggested moving the time back to 4:30pm instead of noon on Saturday. Angela Anderson stated that it should be no problem, as the Registrar's Office is open till 5pm. Mark McCarthy noted that the same change (final grades due at 4:30pm) should apply to the Spring 2015 calendar.

Lori Lee stated that Kimberly Heidal spoke at the Faculty Senate meeting about the committee's plan to separate academic and administrative calendars and stated that the idea seemed to have been received well. Lori mentioned that the concern was raised for the wording, administrative calendar, and it was suggested to use other wording such as "student applications and processing deadline". Sachiyo Shearman noted that there were some undecided items on our previous discussion, so we need to revisit them or to include these items in both academic and non-academic calendars. Angela stated that it would be ideal to have the calendar in one location, and she continued to say that "last day to submit appeals to SAAC for readmission" seems to be an administrative item, while "day to submit thesis to the graduate school" seems to be an academic item. Bill McCartney stated that we need to clarify who owns the non-academic calendar in terms of development and management. Lori Lee volunteered to break up our current calendar drafts into two, so the committee can review them at our next meeting.

Mark McCarthy stated the editorial change procedure is tabled to our next meeting, and including one day gap between the end of Summer I and the start of Summer II is already done in Summer 2014 draft. He stated that our next meeting will be on November 28th, Wednesday, at noon. The meeting was adjourned at 12:55pm.