

MEETING DATE: January 12, 2011

PERSON PRESIDING: Shanan Gibson

ATTENDEES: Terry Jones, Shanan Gibson, Margit Schmidt, John Crammer, Charles Lesko, Sachiyo Shearman, Reid Parker

EX-OFFICIO: Angela Anderson, Patrick Carr, Kimberly Heidal

VISITORS: Lori Lee

The meeting was called to order at 12:30 pm in Rawl 142 by Shanan Gibson.

Gibson announced that the reason for the meeting is that the administration will close the university between Christmas and New Years beginning with the next academic year. This is a problem because we are scheduled to start classes on Friday. In Spring 2012, this will be too close to New Years Day. She met with Angela Anderson and John Crammer and there was agreement that it would be better to start classes on Monday and not a week later. Terry Jones asked why classes were scheduled to start on Friday; Gibson replied that starting on Monday loses a reading day and requires a makeup day for Good Friday. Kim Heidal asked why there are so many drop/add days; Gibson replied that the requirement is in the catalog. She continued that an editorial change can just be forwarded to Lori Lee but this is a big change and should go to the Faculty Senate. She also announced that changes were made today to the narrative for the exam schedule for Fall and Spring. Chancellor Ballard two changes to the exam narrative as follows: changes to the clinical and graduate level exam schedule and that department chairs are responsible for monitoring adherence to the exam schedule. Crammer asked why graduate classes were included; what is graduate level; and what if the same class has both a 4000 and 5000 level meeting at the same time and place (as in MATH 4101/5101)? Gibson replied that this gives graduate level classes an option; she will make the changes in the narrative in the proposed calendars. Crammer asked about changing the guidelines concerning how early the Spring semester can start (currently January 5). Gibson noted that the consensus of the committee is to start Spring semester classes on Monday. Jones said there is an attendance policy for her School and starting on a Friday is a problem. Margit Schmidt asked about the Good Friday holiday and pointed out that UNCG does not have it as a holiday. Anderson said that with a Monday start the classes end with Monday and Friday classes meeting in the last week. Gibson will give the modified calendar to Lee for Faculty Senate action in January; Lee said she needs the changes by Friday.

Jones moved (Anderson seconded) approval of the minutes of the October 21, 2010 meeting as presented. Motion passed.

Gibson next asked the committee to look over the Monday start version of the proposed 2012-13 academic calendar. The draft included the second date for late schedules being canceled as a new addition. Several punctuation changes were made. Gibson and Crammer will make the changes and e-mail the proposed calendar to the committee and vote on its approval. The committee will not likely meet in February but will need to meet concerning updates to the internal guidelines and the committee's annual report. She will report what happened at the Faculty Senate on the changes made today. Reid Parker expressed concerns about changes in the Spring calendar due to their effect on the theater schedule. Gibson said many students pay tuition after January 1. Anderson noted that closing the university between Christmas and New Years still requires essential personnel to come in but there is a need to limit the number who are considered essential; this also forces people to take time off.

The meeting was adjourned at 1:03 pm.