

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** November 30, 2011

**ATTENDEES:** Charles Lesko, Ralph Scott, Sachiyo Shearman, Margit Schmidt, Reid Parker

**EX-OFFICIO:** Angela Anderson, Mark Richardson, Marcella Camara (Rep. of Student Body)

**GUEST:** Lori Lee

The meeting was called to order at 12:02pm in Rawl 142 by Charles Lesko. Minutes from the previous meeting was approved (with the correction of typo in Margit Schmidt's last name under the attendees). Agenda was approved.

Charles stated the first item is to review the calendar drafts for Summer 2013 (submitted by Margit), Fall 2013 (submitted by Reid), and Spring 2014 (submitted by Ralph). To start with, he asked the committee to review the draft for the summer 2013 calendar.

Charles asked the committee if we want to have two items in two separate lines or in one row in the academic calendar. For example, "Late processing fee assessed for all who have not paid fees by 4pm", and "fees accepted with late processing fee", these two items occur on the same day in Spring 2014 calendar draft and they can be in the same row or in two separate rows. He noted that there are some inconsistencies in our current drafts and it would make sense for us to make them consistent. Sachiyo commented that it would make sense for us to have them in two separate lines. Margit asked for students' perspective and Marcella replied that it would be clearer to have separate lines, as students may only pay attention to the first item as a significant event for that day. The committee agreed to keep it consistent by having two separate rows/lines for each unique item. Angela commented that the fees should be accepted by 5pm instead of 4pm.

Charles noted that the Census Day is another example for that, as they are included in the same line in Spring 2014 calendar draft. He noted that the Census Day should be included in the Summer 2013 draft, as the committee decided to include it to the calendar. Angela noted that the census occurs at 5pm on the 10<sup>th</sup> class day in Fall and Spring semesters, and at 5pm on the last day of drop/add period in Summer semester. Reid noted that the wording "Census Day" may not be understood by some students. Marcella commented that she did not know what they are. Angela noted that it is the day that students' registration counts are generated and sent to the administration and suggested to change the wording such as "official enrollment count". The committee discussed on the wording. Reid motioned to include "official enrollment count taken at 5pm" instead of "Census Day". Ralph seconded. The committee agreed.

Margit asked to what extent the events that were taken place in the previous semester should be included in a specific semester's calendar. Charles noted that all the dates that are relevant to the current semester should be included. Ralph noted that such example is the pre- or early-registration for summer courses, which happens in spring semester. Angela noted that it is called early registration, as it is done in previous semester and early registration for summer session occurs on March 25<sup>th</sup> in Spring 2013. The committee agreed to include the date for registration (or early-registration from the previous semester) in all three calendar drafts.

Charles suggested to discuss the business carried forward - procedure for editorial changes. Angela asked if we would want to include this procedure for editorial changes on the website. Charles asked if we needed to discuss what is editorial level changes and what is not or is it about the timing of when the request to change is made (do we have enough time to discuss those changes)? Mark noted that the faculty would understand small editorial changes occurs after the inclement weather. Angela noted that one date change could impact the entire calendar. Lori commented that the concern is about the editorial changes without justification. She continued that some official changes should come to the calendar committee and reported to the faculty senate, so that we have the paper trail.

Charles mentioned about his visit to the faculty senate with the proposed make-up policy verbiage and he reported that the faculty senate wants the committee to revisit the make-up policy for the partial-missed day to reflect expectations or recommendations for the faculty members. Lori added that we need to address this issue, so all the faculty is on the same page. Reid mentioned that we recently had the experience with the alleged gun man and campus lock down for a partial day last Wednesday. Mark noted that it would be fair for students to be able to have a make-up day. Ralph mentioned that it should be up to the individual faculty as to how to make up. Margit mentioned that the public school does make up for the partial missed day. Angela volunteered to obtain the information about partial missed day policies from other universities located in the Western North Carolina.

Charles noted that our next meeting will be on January 18<sup>th</sup> at 12pm noon.  
The meeting was adjourned at 1:15pm.