

CALENDAR COMMITTEE MEETING MINUTES

MEETING DATE: November 28, 2012

ATTENDEES: Charles Lesko, Mark Bowler, Mark McCarthy, Kimberly Heidal, Margit Schmidt, Ralph Scott, Sachiyo Shearman

EX-OFFICIO: Angela Anderson, Bill McCartney, Kylie Dotson-Blake, Ron Preston

GUESTS: Lori Lee

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

Charles asked the committee if we would like to review the split calendar (Academic Calendar and Student Application/Processing Calendar) first and if this change is not approved by the Faculty Senate, we can put two calendars back together as a main academic calendar. The committee agreed.

Charles suggested that we need to clarify two issues: who owns these calendars and procedures to create/edit these calendars. Ralph Scott stated that the Student Application/Processing Dates should be derived from the university academic calendars. He also stated that it may be better if we call it Student Application/Processing Dates rather than Calendar. Kylie Dotson-Blake noted that the name makes sense if Student Application/Processing dates are derived from the Academic Calendar.

Charles stated that the committee needs to work on the procedural details for creating both calendars. Lori Lee stated that one way to do this is for the calendar committee to work on the Academic Calendars ahead of the time, while Angela Anderson work on those dates that need coordination with various other offices such the Financial Aids office, the Registrar's Office, and the Cashier's Office. Angela Anderson stated that she can work on those dates that are included in the Student Application/Processing Calendar, adding that she can work on these dates and bring it to this committee for a feedback. Charles Lesko replied that this committee should assist administration for student application/processing dates. Ralph Scott stated that we can give feedback but these dates are not the primary concern for the faculty. Angela Anderson stated that this committee set the parameters by which the key dates included in the Student Application/Processing Calendar should be created. The committee will provide feedback to the committee. Kylie Dotson-Blake agreed with the procedure stated by Angela. Bill McCartney noted that it makes sense that this committee has some sort of influence on these administrative dates, so that the faculty members have some say on the issue. Kimberly Heidal suggested that we can bring up the issue to the Faculty Senate for their feedback.

Charles Lesko stated that our main charge is creating academic calendar, and not the administrative calendar (or Student Application/Processing Dates). Lori Lee noted that the committee's charge states that this committee deals with "calendar matters" and she added that the committee can work on the academic calendar ahead of the time. Charles stated that we can easily work on the academic calendar ahead of the time, especially if student application/processing dates are not included. Charles Lesko stated that, according to the committee's charge, the focus is not on administrative dates, but the academic calendar became a little cluttered with more and more administrative dates. Lori stated that the committee's charge could be changed, and as the committee may be working on the academic calendars further ahead, so Angela would be working behind. For example, the committee could be working on 2015-2016 academic calendar and 2013-2014 administrative calendar.

Mark Bowler asked do we still have to bring the administrative calendar to the Faculty Senate? Charles noted that the key point here is for us to have two separate processes in making changes, so that a date change for the student processing/application calendar can be done in a timely manner. Mark McCarthy stated that we need to take the word, calendar, out and call it Student Application/Processing Deadline or something. The committee discussed and agreed to use the term, 2014-2015 Student Application/Processing Deadline.

Sachiyo Shearman asked that if there are dates that needed to be taken out from the academic calendar, so these two separate calendars drafts are set. Angela stated that the following dates should be deleted from Fall 2014, Spring 2015, and Summer 2015 calendar drafts.

- Last day to apply for admission to Graduate School
- Last day to apply an undergraduate student
- Schedule cancelled for all who have not paid fees
- Last day to apply for graduation
- Last day to apply as an undergraduate transfer student
- Last day to apply as an undergraduate freshman student

Lori Lee stated that she is going to adjust these items and send the drafts back to the committee. Charles asked the committee to review these calendars very closely, as we can approve the proposed academic calendars (Fall2014, Spring2015, and Summer2015) at our next meeting.

Charles asked the committee to review the proposed revisions to the calendar committee charge. He stated that two revisions include: having 8 elected members instead of 7, and adding University Graduate Catalogue as well as the University Undergraduate Catalogue to the description of the committee responsibilities (which now reads "The committee reviews at least annually those sections within the University Undergraduate Catalog as well as University Graduate Catalog that correspond to the Committee's charge and recommends changes as necessary). Ralph Scott noted that originally 7 or odd number was meant to break the tie, but with 8, it may cause a tie. Ron Preston stated that on any given date, we may have even numbers attending at a meeting, so what we can do when it is a tie is that the committee needs to discuss more and vote again. Charles asked the committee to bring it to his attention if any other changes need to be made.

Bill McCartney noted that he would like us to review the statistics on the students' campus activities before the fall break and thanksgiving holiday. He stated that it seems that we may have three lost academic weeks - a week before the fall break, a week before the thanksgiving, and a week of thanksgiving, due to a combination of students disappearing and faculty cancelling classes before these holidays. He added that having a fall break near the thanksgiving would also help out-of-state and international students who could only afford to travel once a semester. Angela stated that she has heard from 13 out of 16 UNC systems, but none of them has a week-long thanksgiving week. Ron Preston noted that a week-long thanksgiving is generally received favorably, but the unfavorable response to this would be to have very long academic weeks after a labor day holiday till the thanksgiving week, especially when thanksgiving falls on the later in the Nov. Mark McCarthy asked the previous chair of this committee but she did not ask faculty and students about this very issue in a previous survey, but she referred to a study that higher suicide rate for the schools that do not have the fall break. Mark Bowler stated that he believes that it is a good idea. Kimberly noted that she like the fall break and asked if it would be possible for us to bring it to the faculty senate just to obtain a feedback from them, since we need to bring this issue to the FS in the future? Charles stated that it is just meant for a discussion, but what if we do both - having a fall break and then also a week-long thanksgiving week, then we can compensate with the reading days. He continued that the reading days are not required officially, as far as he has read. Ron noted that whatever break that we have, people usually extend these holidays. Every time we make a holiday, there is always some lost time. Angela noted that reading days is useful for the make-up day, and there is another issue, the Military programs is not happy about not having a day off on the Veteran's Day, as they would say why we are not doing so much more on the Veteran's Day. Charles said that we can pick a Columbus day as a fall break in Oct. Kimberly Heidal asked for the clarification for the data provided by Bill, stating that it may be meaningful if we know which students are included in this data such as do they have MWF or TTH schedule. Bill McCartney noted that many of those who live on campus are freshman and they mostly take M-F classes. Kimberly asked if we could get some feedback from the student representatives. Bill volunteered to contact the student governments/organizations.

Charles stated that our next meeting will be on January 28th, Wednesday. The meeting was adjourned at 12:55pm.