

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** January 18, 2012

**ATTENDEES:** Charles Lesko, Ralph Scott, Johna Faulconer, Reid Parker, Sachiyo Shearman,

**EX-OFFICIO:** Angela Anderson, Mark Richardson, Marcella Camara

**GUESTS:** Lori Lee

The meeting was called to order at noon 12:00pm in Rawl 142 by Charles Lesko. Minutes from the previous meeting was approved (with the correction of listing Marcella under ex-officio, rather than a guest). Agenda was approved.

Charles stated that the committee needs to finalize the calendar for Summer 2013 (submitted by Margit), Fall 2013 (submitted by Reid), and Spring 2014 (submitted by Ralph). He suggested us starting with the Fall 2013 calendar draft.

Reid stated that he emailed two versions of Fall2013 calendar one with make-p days and one without and asked the committee for their feedback. Ralph noted that on September 3<sup>rd</sup> in the Fall 2013 calendar, state holiday makeup day is also listed. Angela replied that it's been always there, as this is a makeup day for a state holiday rather than the special circumstances such as an adverse weather. Charles said we can consider adding a footnote regarding the faculty senate resolution #6-14, instead of including these dates in the calendar. The committee agreed that we should go with the version without make-up days, as the resolution explains it. Reid motioned to accept Fall 2013 calendar. Angela seconded it. The committee passed Fall Semester of 2013 calendar.

Charles asked the committee to review Spring 2014 calendar. Reid noticed that there is no period in the line for Oct 21<sup>st</sup>. Johna mentioned the use of capitalization is not consistent. Reid agreed stating that the word late processing fee is capitalized in one place but not in another. Johna stated that it may be better to leave it as is for now, rather than to change all of them. Chuck noted we can revisit this issue later to make sure that we have a consistency. Angela said that she will check the dates for late processing fee. Ralph noted that the Jan 20<sup>th</sup> in Spring 2014 calendar is marked as State Holiday, while other holidays are noted as Labor Day or Memorial Day. Sachiyo asked if we have a fewer changes if we wrote MLK day instead of State Holiday. Johna noted that we should focus on current calendar. Charles noted that some holidays are also federal holiday as well as state holiday, but state holiday is what matters here. The committee agreed to make it consistent by using the term "State Holiday". Ralph noticed that "registration of" should be replaced with "registration for" in October 21<sup>st</sup> calendar item. Ralph moved to approve Spring 2014 calendar. Sachi seconded. The Spring 2014 calendar is approved.

Charles said that he will walk through the Summer 2013 calendar in place for Margit. Charles asked if we need to include one day for registration listed in the actual class days. Angela said that we usually do not include them. The committee agreed to delete it from the first line for actual class days and make them left-justified. Charles stated that we should make our heading consistent, University Calendar, followed by the Semester and year, as it is currently posted in the ECU academic calendar website. Sachiyo noted that the word "draft" should be deleted from the heading as well. Angela noted that in Summer calendar for the first term and the Second term, it says 5pm instead of 5:00pm for the Census Day. Sachiyo noted that it reads official enrolment takes place at 5:00pm in spring 2014 calendar, while it reads "official enrolment count taken at 5pm" in Spring and in summer. Mark said that we should make a change for Spring 2014 calendar, so it says official enrollment taken, as the committee discussed. Charles noted that Memorial Day should be changed to State Holiday to be consistent with what we had discussed earlier. Angela said that she will verify the dates for the late processing fee for Summer as well. Ralph moved to approve Summer 2013 calendar. Mark seconded. Summer 2013 calendar is approved.

Charles suggested the secretary do all the edits and submit to the committee, along with the minutes and Sachiyo agreed to do so. Charles noted that our next meeting will be on February 15<sup>th</sup> at 12pm noon. We will revisit other business carried forward such as adverse weather policy. Charles volunteered to draft the verbiage for the adverse weather policy and bring it to our meeting. Mark moved to adjourn. Ralph seconded. The meeting was adjourned at 1:10pm.