CALENDAR COMMITTEE MEETING MINUTES

MEETING DATE: January 23, 2013
ATTENDEES: Charles Lesko, Mark Bowler, Mark McCarthy, Margit Schmidt, Ralph Scott, Sachiyo Shearman
EX-OFFICIO: Amanda Fleming (in place for Angela Anderson), Kylie Dotson-Blake
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 asked if the committee had any more changes to the draft for the calendars Fall 2014, Spring 2015, and Summer 2015. The committee approved Summer 2014, Fall 2014, and Spring 2015 calendars.

Mark McCarthy mentioned that the next item on our agenda is fall break issue. He mentioned that the Faculty Senate did not approve the idea of moving the fall brake dates, so we don’t have to revisit this issue.

Mark McCarthy noted that we need to discuss some issues regarding the administrative calendar. He stated that we may need to review the naming of administrative calendar. Sachiyo Shearman mentioned that the committee discussed calling it Student Processing and Application Deadline in our last meeting. Lori mentioned that there was a memo at the chancellor’s office regarding this, so we can wait for a feedback.

Amanda Fleming explained that we received the memo from Dr. Richard Eakin, Interim Dean of Honors College, requesting to move the registration start date and time to be at 1pm on the previous business day (i.e., moving to 1pm on Friday from 6am on Monday). Ralph Scott asked why not start registrations at 8am as opposed to 6am, as there were some concerns mentioned in the memo. Amanda Fleming mentioned that the office is trying to give time for the honor’s students to register early, so the solution is start at 1pm on one previous business day. Mark McCarthy asked if the committee could support these changes starting this semester. Ralph Scott motioned to support this. Mark Bowler seconded. The committee agreed to write a memo in support of moving registration dates. Lori asked for the specific dates for the requested registration dates. Amanda Fleming provided these dates - March 22nd at 1pm for Spring 2013, Oct 18th at 1pm for Fall 2013, and March 21st, 2014 for Spring 2014.

Charles Lesko noted that the next item on agenda is to discuss concerns presented by Dr. Eleanor Cook of Joyner Library Collections and Tech Services, regarding ECU Holiday Calendar website information not being consistent with corresponding academic calendar. Somehow “Good Friday” is listed as Spring Break and it should be called “State Holiday”. Lori is going to find out who is in charge of this calendar and request it to be fixed.

Charles Lesko noted that all the calendars across campus need to be consistent. He asked the committee to discuss the details of how two separate calendars would work in reality. He also noted that some concerns are raised about having two calendars in the Faculty Senate meeting. Lori mentioned that it may take some time for us to get used to the changes. Mark McCarthy stated that we can have two separate calendars, but they can be merged if we wanted to. Mark Bowler mentioned that we can keep the current format as is, although the processing can be different. Kylie Dotson-Blake noted the administrative dates are created differently, but this committee still needs approve them. Mark Bowler noted that we can work on ahead without concerns about administrative dates and do digital merging when we have all the dates. Lori noted that this committee can come up with the process, asking Angela Anderson to bring administrative dates to the committee by certain dates. Charles asked how far advance do we want these dates? Mark Blower mentioned it would be at least one semester ahead. Sachiyo Shearman suggested continuing this discussion in our next meeting, as we need to vacate this room. She stated that our next meeting will be on January 28th, Wednesday. The meeting was adjourned at 12:55pm.