

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** February 15, 2012

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

**EX-OFFICIO:** Kathy Cox, Mark Richardson, Marcella Camara

**GUEST:** Lori Lee

The meeting was called to order at 12:05pm in Rawl 142 by Charles Lesko, after waiting for quorum to be met by the attendees. Minutes from the previous meeting was approved. Agenda was approved.

Charles asked the committee to review the updated calendars. Sachiyo stated the calendar drafts (for Summer 2013, Fall 2013, and Spring 2014) are updated based on the emails forwarded by Angela and Lori. The updated calendars now include a) census day and b) second cancellation dates. The committee agreed to include the explanation for the census day in the parenthesis following census day. The committee discussed the procedures for the second cancellation dates. Ralph suggested the wording such as 'final day to pay for classes', while Kathy suggested 'schedules cancelled for all who have pre-registered and not paid fees by 5pm for first cancellation, and 'schedules cancelled for all who have not paid fees by 5pm for the second cancellation. Charles suggested to keep what we had in the past – deleting the second cancellation dates and keeping the first one. Sachiyo stated that she will contact Angela to get more info about the second cancellation. Charles stated he could do email vote before taking it to the faculty senate. Reid motioned. Mark seconded.

Charles stated that a request was made to have one day between summer I and summer II semester. Lori explained that this request came from Virginia Hardy due to the housing issues, where some complaints are made about students not having enough time to move in and out of the dorms between summer I and summer II semesters. The committee discussed possible changes such as moving summer I earlier, or moving summer II later. Scott commented that this issue came about in the past, when we started not holding classes on holidays such as July 4<sup>th</sup> or Memorial Day. Kathy commented that she remember having a class on Memorial Day in years ago when she started here at ECU. Reid volunteered to look into the previous minutes, so we know what was done in the past. Kathy stated that we can contact housing to learn more about the complaints. Charles stated that he will contact Virginia Hardy to get more information about what is being requested.

Charles stated that he drafted the partial missed day policy and asked for the committee's feedback. Some editorial changes are discussed. The committee agreed for 'policy for making up missed class days' to read as following:

### Policy for making up missed class days

Entire missed days should be made up (in keeping with the 750 minutes per credit hour requirement set by the UNC General Administration). Class days where less than the entire day is cancelled are considered Partial missed days. Faculties whose classes are affected on Partial missed days are encouraged to make up the missed class time with optional course assignments, readings, or other relevant activity. Faculty are also

encouraged to consider utilizing various university online resources for this purpose as well.

Charles motioned to accept this revised partial missed day policy. Reid Seconded. Charles commented that he plans to bring this and the calendars to the next faculty senate's meeting scheduled on March 27th.

Charles noted that our next meeting will be on March 21<sup>st</sup> at 12pm noon.

The meeting was adjourned at 1:10 pm.