

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** February 27, 2013  
**ATTENDEES:** Charles Lesko, Mark Bowler, Kimberly Heidal, Mark McCarthy, Ralph Scott, Sachiyo Shearman  
**EX-OFFICIO:** Angela Anderson, Kylie Dotson-Blake, Ron Preston, Bill McCartney  
**GUESTS:** Lori Lee

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

Charles Lesko stated that the committee approved Summer 2014, Fall 2014, and Spring 2015 calendars in our last meeting and asked if the committee is ready to submit these calendars to the Faculty Senate. The committee agreed.

Ron Preston stated that we need to make sure that we have included all the constraints that we have for the calendars. Bill McCartney stated that the facilities, such as the steam plant, need the time for maintenance during the break, and the best time for that would be between spring and summer semester. Angela Anderson stated that various administrative offices (such as the cashier's office, financial aid, registrar, etc.) would like to have certain number of days between semesters too. Mark Bowler commented that we can make sure to set the parameters that we can work with in this updated guidelines for setting university calendars to ensure all the facilities' and administrative offices' needs are met. Angela Anderson added that ITCS also needs those days. Bill McCartney stated that the housing would like to have one day between two summer sessions. Mark McCarthy noted that this year's calendar is an anomaly and that we should be able to ensure the days between semesters in our upcoming calendars.

Charles Lesko asked Angela Anderson to discuss "proposed revisions to guidelines for setting university calendars", and "proposed new guidelines for creating and maintaining university student application/processing deadlines". She mentioned the revisions and also briefly walked through the proposed new guidelines for creating and maintaining university student application/processing deadlines. (See calendar committee report on "proposed revisions to guidelines for setting university calendars and scheduling lecture and discussion classes", and "proposed new guidelines for creating and maintaining university student application/processing deadlines".)

She noted that in the guidelines for setting university academic calendars, the following statement is added: Revisions to approved and published academic calendars will be handled through the Academic Calendar Committee, Faculty Senate, and Chancellor; with the Chancellor maintaining final approval.

Angela Anderson stated that the concern raised in the faculty senate was whether the administrative calendar is to impact the academic calendar, but she believes that it is not likely since administrative calendar focuses on student application/processing deadlines (such as the deadlines for processing fees and financial aids). Lori Lee added that this committee will be always in the loop as to what's included in the students application/processing deadlines.

Lori Lee noted that we need to add "the last day for graduate students to drop courses without grades." Angela Anderson stated that they are moving the last day to drop graduate courses to 64% of instruction or 54<sup>th</sup> class, which is roughly two weeks prior to the end of the semesters. She added that these dates as well as registration dates are included into both academic and student/application processing dates.

Angela Anderson noted that the description for the observance of holiday could be shortened to state "Observance of Memorial Day", and "Observance of Labor Day".

Charles Lesko noted that it is more like "dates" rather than "calendars", as academic calendars would include important academic dates. He mentioned that a concern was raised in the faculty senate to have multiple places to look for the calendar, but we can have a master calendar like a Google calendar or iCal, where you can have on/off button to hide or show specific dates. Kylie Dotson-Blake said that it makes sense to have one calendar with the dates for performing arts or other campus events.

Angela Anderson stated that the updated guideline includes that the University Registrar and Faculty Senate office will oversee the importing of the approved University academic calendars to student application/processing deadlines into

Outlook, Entourage, and/or iCal. Charles Lesko asked who is in charge of actually importing these online calendars. Lori Lee answered that ITCS takes care of it. Charles Lesko stated that it makes sense to have all of the campus event dates in one place. Bill McCartney stated that the Division of Student Affairs is looking into making it happen to have a master university calendar, where all different campus event dates, theatrical, arts, speaking, etc. are included.

Lori Lee called an attention to one of the guideline revisions for setting university academic calendar includes: "When appropriate, start day of the summer session is 2 to 7 days after the commencement." Bill McCartney stated that the facility needs 4 days minimum including weekend. Lori Lee noted that if the commencement falls on Fri, this guideline would allow minimum of 4 days. Angela Anderson said that we may want to start the semester on Monday. Sachiyo Shearman stated if we would want to say 4 to 7 days instead. Kylie asked if we want to vote for this. Bill McCartney stated that we can do all the edit, and then vote on the update version via emails. Lori Lee will edit and send it out to the committee via email.

Charles Lesko said he has one more item for a future consideration. He stated that currently we do calendars 2 years out, partly because we needed time to get all the dates. With this updated guideline, there is no reason that we cannot have 10 years ahead, for instance. He stated that the committee can look beyond the 2 years. Kylie Dotson-Blake stated that it makes sense to think ahead, though some of the calendars may not be necessarily approved. There may be some anomaly year like this year. Bill McCartney stated that 5 years would be reasonable, 10 years seems a little too far out to make it realistic and unforeseen events could happen which makes us review and revise calendar dates.

Lori Lee stated that these guidelines need to be presented at the faculty senate as the updates from the previous version. Charles Lesko asked if we could vote via email and the committee agreed.

Kylie Dotson-Blake asked about the wording on holidays, state holiday as opposed to spelling out specific holidays in the updated guideline. Ron Preston stated that it helps for the committee to know them in the guideline, but on calendar, we could mention them as "state holiday".

Mark Bowler made a motion that was seconded by Kimberly Heidal to add to the calendar guidelines 'Allow for one day between first and second summer sessions and two-three weeks before the end of second summer session and the beginning of the fall semester.' The motion was approved unanimously.

For action items Charles stated:

1. Lori Lee will put us on the Faculty Senate agenda for approval of the 2014-2015 Academic Calendar and the changes to the Guidelines.
2. Charles Lesko will conduct an email vote of the changes to the Calendar Committee guidelines. If approved these will be presented before the Faculty Senate at its next meeting

The meeting was adjourned at 1:00 p.m.