

## ECU CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** February 26, 2014

**ATTENDEES:** Ralph Scott, Mark Bowler (Secretary), Mark McCarthy (Chair), Runying Chen, Ron Preston, Eban Bean (Vice Chair), Cindy Elmore, David Wilson-Okamura

**EX-OFFICIO:** Angela Anderson, Bill McCartney, Allison Crowe, Kylie Dotson-Blake

**GUESTS:** Lori Lee

The meeting was called to order at approximately 12:05 p.m. in Rawl Annex 142 by Mark McCarthy. Minutes from the previous meeting were presented and approved.

The committee first discussed the development of a new survey designed to assess faculty members' opinions regarding three potential calendar changes: (1) Shortening exam week, (2) combining Fall Break with Thanksgiving Break, and (3) starting the Fall semester on week later.

- Regarding the shortening of exam week ("Would you be in favor of modifying the exam schedule from 6 days with 3 exams periods per day (for most) to 5 days with 4 exam periods per day?"), Ron Preston noted some potential concerns he had with this change and how it would impact scheduling exams for HLTH 1000. Mark McCarthy suggested scheduling Saturday exams and Angela Anderson suggested that the committee consider Saturday exams for atypical classes and common exams. Ron Preston questioned the impact on employed students and Angela Anderson noted that all students know the exam schedule prior to the start of the semester. Ron Preston question the potential cost of opening a single building on the weekend and Bill McCartney noted that it is not substantial. Eban Bean clarified the committee's current consensus on this question and indicated that he would adjust it accordingly and send it to the committee.
- Regarding the combining of Fall Break with Spring Break ("Are you in favor of combining Fall Break and Thanksgiving Break into a single week Fall Break during Thanksgiving week?"), Cindy Ellmore asked if the supplemental information to be presented with the question should also include retention data. Bill McCartney noted that the primary issue was the substantial number of students who were taking extended breaks (i.e., missing classes).
- Regarding starting the fall semester one week later ("Would you be in favor of (delaying or postponing) by one week to the start of Fall semester?"), Cindy Ellmore was concerned that this could push graduation to Christmas Eve during certain years. Mark McCarthy noted that the calendars would need to be designed to end on a reasonable date. Bill McCartney suggested the addition of "in years when possible." Ron Preston suggested adopting a set date before Christmas by which graduation must be completed. Angela Anderson noted that there are substantial post-graduation activities that need to be completed prior to the holiday break and that December 18<sup>th</sup> would be the absolute latest workable date.

David Wilson-Okamura requested that the survey be approved with the discussed editorial changes. Mark McCarthy asked for a motion which was moved, seconded, and approved with no dissenting votes.

The committee then discussed the issues regarding having classes on Good Friday: Kylie Dotson-Blake noted that it is an official SPA holiday and Bill McCartney noted that they would subsequently need to be paid time-and-a-half so it was rejected by the Chancellor. Kylie Dotson-Blake noted that the policy from which the committee made its initial recommendation based on a changed Board of Governors policy that was not reflected in the committee's current policies.

The committee then discussed a request to consider extending the undergraduate drop date extension due to the winter weather snow days. Angela Anderson noted that the university already has a process for dealing with late drops (i.e., after the deadline) for undergraduates and that for graduate students the Graduate School typically works with the registrar to come to a solution. Angela Anderson further noted that the Faculty Senate will not meet prior to the deadline so no change could be made in time. Mark McCarthy called for a motion not change the drop date and allow the current university processes to work as designed. This was so moved, seconded, and approved with no dissenting votes.

The committed then discussed formally changing the Calendar Committee guidelines for make-up days. Angela Anderson noted that she has discussed this issue with several other UNC institutions and that the general consensus was to have instructors develop meaningful out-of-class activities. Mark McCarthy asked for a volunteer to reqlrite the policy for the next meeting and David Wilson-Okamura accepted.

Mark McCarthy asked for any additional business and noted that the committee's next meeting was Wednesday March 26<sup>th</sup>.

The meeting was adjourned at 1:05 p.m.