

CALENDAR COMMITTEE MEETING MINUTES

MEETING DATE: March 27, 2013

ATTENDEES: Charles Lesko, Mark Bowler, Kimberly Heidal, Mark McCarthy, Margit Schmidt, Sachiyo Shearman

EX-OFFICIO: Angela Anderson, Kylie Dotson-Blake, Ron Preston, Bill McCartney

GUESTS:

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 went to the Faculty Senate meeting on March 19, and the following items from the Calendar Committee were approved and forwarded to the Chancellor for his consideration.

- Revised guidelines for setting university calendars and scheduling lecture and discussion classes (13-36)
- New guidelines for creating and maintaining university student application/processing deadlines (13-37)
- New format for University Academic Calendars (13-38)
- University Academic Calendar for 2014-2015 (13-40)
- Revisions to 2013-2014 university academic calendar (13-41) (last day for graduate students to drop courses without grades was changed)

Mark Bowler stated that his colleague asked if this new guideline would impact graduate courses. Angela Anderson replied that they first schedule courses that abide by university guideline, and other classes that do not adhere to scheduling guidelines would be scheduled second. Kylie Dotson-Blake asked how could a faculty know more about classroom scheduling process? Angela Anderson replied that there is a sub-committee under the university space committee and this classroom scheduling process is being reviewed right now.

Ron Preston stated that this is a "guideline" after all, so when we have turn over in the committee, new committee members does not have to start from the scratch.

Charles Lesko noted that there were some discussions at the Faculty Senate meeting, regarding the revised guidelines for setting university calendars and scheduling lecture and discussion classes. For instance, in item #5, the word, at least (at least 2 to 3 weeks after the second summer session's final exam), was added. The item #9, the statement about the final exam for distance education courses is deleted, as the wording was awkward. Kylie Dotson-Blake commented that this statement is still in the university calendar. Item #12 was kept as is, but there were some discussions about the number of days after spring commencement. Bill McCartney noted that they need 4 work days, and of course they would like to have 5th day if they could. Angela Anderson noted that we could put minimum 4 "business days" instead. Charles Lesko noted that these are plausible amendments to the guidelines that the committee can consider next Fall.

Charles Lesko asked Mark McCartney to work on the end of year committee report. Angela Anderson noted that in the end of year report, we add some business carried forward. Bill McCartney noted that he would like to revisit the fall break item again. Ron Preston added that we could conduct the survey to gain students input on this. Kylie Dotson-Blake commented that the Faculty Senate did not support the idea. Charles Lesko noted that we need more data and different argument to bring it up again. Ron Preston noted that the committee could look at the calendar 5 years out, as we examine how revised guideline works and see if the anomaly year fits. Charles Lesko agreed that the committee can look beyond 2 years, like the committee has been doing in the recent past. He believes that he sure can look at 5 years ahead.

Committee decided there is no need for an April meeting. The end of year committee report will be emailed to committee members later in April. They will have two business days to review the report and make any comments of suggestions.

Ron Porter moved for adjournment. Mark McCarthy seconded. Meeting was adjourned at 1:00 p.m.