

## ECU CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** March 26, 2014  
**ATTENDEES:** Mark Bowler (Secretary), Runying Chen, Ron Preston, Cindy Elmore, David Wilson-Okamura  
**EX-OFFICIO:** Bill McCartney, Margaret Pio, Allison Crowe  
**GUESTS:** Lori Lee

The meeting was called to order at approximately 12:05 p.m. in Rawl Annex 142 by David Wilson-Okamura.

David Wilson-Okamura presented the three primary discussion points for the meeting: (1) Changes to policies and procedures regarding how to address university canceled classes, (2) the current state of the survey being developed to send to the faculty, and (3) the occurrence of two Thursday night football games during the Fall 2014 semester.

Regarding the proposed changes to the policies and procedures for addressing university canceled classes, David Wilson-Okamura asked for comments on the proposed policy revision and reported that the Faculty Senate Parliamentarian thought that the rules were vague. Bill McCartney asked about including a general deadline, such as the end of the semester, for completing make-up work. Ron Preston suggested that in almost all cases it should be done by the end of the semester. Bill McCartney questioned if we should keep any deadline it completely up to the discretion of the instructor and Mark Bowler suggested that we should include a statement noting that university canceled classes are not a valid reason for an incomplete. Runying Chen suggested that we do not want to be too specific and that the university's policies regarding incomplete grades should be enough. Allison Crowe noted that flexibility allows for either to play out based on the situation and Cindy Elmore noted that some students may see a specific end-of-semester deadline as justification for waiting to complete the work. After some additional discussion, the committee voted to support the proposed policy changes with no one voting against and no abstentions.

Regarding the survey to assess faculty and staff opinions on several potential calendar changes: David Wilson-Okamura summarized the current survey and asked about preferences for when it is to be sent out and how long it should be kept active. Bill McCartney asked if anyone knew how long the last survey was active and Runying Chen asked about the minimum amount of time necessary to get the best response rate. David Wilson-Okamura suggested that we have enough time left in the current semester and Ron Preston suggested that the content of the survey should be of interest to faculty/staff. After some additional discussion, the committee agreed to have the survey sent out on April 7<sup>th</sup> and to keep it active for two weeks.

Regarding the occurrence of two Thursday night football games during the Fall 2013 semester: David Wilson-Okamura noted the occurrence and Bill McCartney detailed the impact on campus, particularly parking. Additionally, he noted that there was substantial confusion during the previous semester with a Thursday night game. Specifically, multiple email messages were sent that had potentially conflicting information. After substantial discussion regarding the negative impact on student education, David Wilson-Okamura motioned that the calendar committee recommend to the Faculty Senate Officers, along with Staff Senate Officers and representatives from the Athletic Department, meet to discuss a policy for how to consistently address the impact of Thursday night games on academic operations.

David Wilson-Okamura called for any additional new business and there was none.

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