CALENDAR COMMITTEE

MEETING DATE: April 27, 2011

PERSON PRESIDING: Shanan Gibson

ATTENDEES: Shanan Gibson, John Crammer, Charles Lesko, Sachiyo Shearman, Reid Parker, Margit Schmidt

EX-OFFICIO: Angela Anderson, Kimberly Heidal, Patrick Carr

The meeting was called to order at 12:30 pm in Rawl 142 by Shanan Gibson. Charles Lesko moved (Kimberly Heidal seconded) approval of the minutes of the February 16, 2011 meeting as presented. Motion passed.

Gibson announced that the Faculty Senate approved the 2012-13 Academic Calendar. The Provost has agreed on removing the last add-only date from the calendars. There were no questions about the calendar in the Faculty Senate; they were glad to see the Monday start for the Spring semester. There was a comment on the wording from the Provost’s memo on the exam schedule and some conflict with the wording from some members of the Faculty Manual Steering Committee.

The committee then worked on the annual report for the committee. In business carried over, it was noted that there had been some problems with entering the on-line (visual) calendar. The committee does not have to enter information for the 2012-13 calendar in the fall. Angela Anderson commented on the procedure for making editorial changes to approved calendars. Gibson said the procedure will be on the website in the fall. Margit Schmidt commented on the exam information for Distance Education classes. Lesko asked whether the Chancellor has signed off on the 2012-13 calendar (it says approval is pending on the website). Gibson said she has not heard whether the Chancellor had signed off on the calendar; Anderson added that it takes three or four weeks for Chancellor approval. Lesko said that a student had asked about migration of the calendar to Google and also Outlook. Gibson said we can make recommendations. Anderson noted that a separate Administrative Calendar would reduce editorial changes. The report will modify the entry on meetings to note the attendees at today’s meeting. Heidal move (Sachiyo Shearman seconded approval of the annual report as modified. Motion passed.

Next the committee addressed the internal guidelines to reflect changes made this year. Anderson will notify the committee concerning the guidelines for scheduling late processing fees, fees accepted, and schedules cancelled. Heidal asked about the guideline for scheduling DE exams (final exams given in such a way that grades are submitted in a timely fashion). The wording was reviewed for DE exams for courses having a common exam. Gibson noted that in conflicts between common exams and exams for 5:00 pm classes that common exams take precedence. Anderson moved (Crammer seconded) approval of the internal guidelines as modified (to be further modified by dates supplied by Anderson). Motion passed.

The meeting was adjourned at 1:00 pm.