

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** April 11, 2012

**ATTENDEES:** Charles Lesko, Margit Schmidt, Ralph Scott, Sachiyo Shearman

**EX-OFFICIO:** Mark Richardson, Amanda Fleming (in place for Angela Anderson)

**GUESTS:** Lori Lee

The meeting was called to order at 12:00pm in Rawl 142 by Charles Lesko. Minutes from the previous meeting was approved. Agenda was approved.

Charles Lesko noted that we need to first discuss the revision of Summer 2013 calendar, which he plans to take to the next Faculty Senate meeting and asked the committee to examine the revised Summer 2013 calendar. He distributed a document with the reviews of previous summer calendars dating back to 2007. Reviewing past five calendars, Sachiyo Shearman noted that there are 25 days for each summer sessions and no day between two summer semesters in all five summer calendars. In addition to some editorial changes (such as capitalization of some words), Charles mentioned that only main change from the previous 2013 Summer calendar is the change of start date from Tuesday May 13<sup>th</sup> to Monday May 14<sup>th</sup> to ensure 25 teaching days and one final exam date. Margit Schmidt noted that it is also possible to move the final exam date for Summer I 2013 from June 18<sup>th</sup> to June 17<sup>th</sup>, in order to have required number of dates and one day between two summer semesters. Charles Lesko noted that this means that we would have two days as midsummer break for 11 week summer session. He also noted that Reid Parker was charged to look up the impact of having one day between two summer semesters. Mark Richardson noted that Tuesday start is consistent with the previous calendars. Ralph Scott asked how this Tuesday start may impact the other issues such as a registration date. Amanda Fleming noted that if the registration date falls on Monday, the orientation will be on Friday previous week, as they are prepared to do so for summer 2012. Mark motioned to accept this revised calendar. Margit seconded. The committee approved the revised Summer 2013 calendar. Charles stated that he will present this revised Summer 2013 calendar along with Fall 2013 and Spring 2014 calendar at the next Faculty Senate meeting.

Charles then asked us to discuss the issues of Summer 2012 calendar. He reviewed all the minutes and could not find anywhere as to where the committee approved to make the editorial change of moving the start date of Summer 2012 calendar, though the committee may have approved other editorial changes made to Summer 2012 calendar. Margit Schmidt asked if this was done before this academic year. Charles noted that all the editorial change dates are posted on the website and the changes were made during this semester. Amanda noted that it was in the email exchanges that occurred between Angela Anderson and the committees, and the editorial approval was granted electronically. Sachiyo commented that the committee needs to revisit the editorial change policy, if there was a possible editorial error or misunderstanding. Mark Richardson agreed and stated that it would help if each request was clearly marked as such.

Charles distributed a proposed formatting guideline for academic calendars and stated that he wants us to work on it and to obtain an approval from the faculty senate in the future. He stated that it should streamline the process of making future academic calendars, and prevent the editorial issues taking up too much of the committee's time. Charles also noted that we have to look at the calendars five years ahead. Lori Lee mentioned that the calendar committee had tried that in the past and stopped it, as there are too many changes were being made. Mark noted that the changes also can be made ahead of the time. Charles stated again that the date change is not approved by the committee, as the change in a start date is not an editorial issue. Mark noted that there are different types of editorial changes. Charles also noted that the committee needs to delineate the definition of editorial changes, so it is clear as to what items are considered as editorial changes. Amanda noted that separating administrative calendar and academic calendar might help with this issue. Charles commented that Angela is working on this and that he will work with her, as it would be like having two-step process where academic calendar is first made and then administrative one is created around it. Amanda noted that at this point, administrative staff is prepared to have May 13<sup>th</sup> and there are possible negative ramifications (such as the impact on loan origination day, orientation date, etc.) if we change back the start date of Summer I 2012. Mark asked what they would like to see happen. Amanda stated that they would not want the start date changed at this point. Mark suggested to move

up the final exam date of Summer I 2012 one day earlier. Sachiyo noted that that would make two days for midsummer break for 11 Week summer session. Margit commented that the committee agreed not to change those date in our last meeting, as the summer 2012 starts next month. Ralph noted that the committee could recommend moving back a start date to stick with the calendar that is approved by the faculty senate and the chancellor. Sachiyo agreed that it would make sense, although the impact on the administrative staffs is of concern. Charles motioned that 2012 Summer I and 11 week Summer calendar to be adjusted by moving the final exam date to June 19<sup>th</sup> from June 20<sup>th</sup>, and making those two days as midsummer break for 11 Week Summer Session. Margit seconded. The committee agreed. Charles also noted that he will mention that the committee's intent to work on formalizing the procedure for editorial change requests and updating the procedure to create academic calendars.

Charles noted that Reid, Sachiyo, and himself will work on the end of year report for the University Calendar Committee by May 1st and send it to the committee electronically. The meeting was adjourned at 1:40pm.