

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** August 29, 2012

**ATTENDEES:** Mark Bowler, Mark McCarthy, Kimberly Heidal, Charles Lesko, Ralph Scott, Sachiyo Shearman

**EX-OFFICIO:** Angela Anderson, Lori Lee, Mark Sprague

**GUESTS:** Wendy Creasey (ITCS)

The meeting was called to order at 12:00pm in Rawl 142 by Mark Sprague. Ralph Scott nominated Charles Lesko to be the chair. Charles Lesko accepted. The committee agreed. Ralph Scott nominated Sachiyo Shearman to be the secretary. Sachiyo Shearman accepted. The committee agreed. Angela Anderson nominated Mark McCarthy to be the vice chair. The committee agreed.

The committee invited the guest, Wendy Creasey, to speak. Wendy Creasey from ITCS noted that there are less dates between approved Spring and Summer I 2013 calendar, and requested having a little more time, about a week if possible, between Spring and Summer semesters for all the technology related tasks (such as Bb upgrade and data migration) to be completed.

Charles Lesko asked the committee to review business carried forward and items that were brought to the committee's attention since last calendar committee meeting. Charles asked Angela to explain an email request for the editorial change request for the Spring 2013 calendar. Angela stated that it was brought to the committee's attention that the approved Spring 2013 calendar may have an error, where March 26 was noted as Monday, where it should be Tuesday. The committee agreed to make this editorial change from Monday to Tuesday, so it reads March 26 Tuesday.

Kimberly Heidal commented that it seems urgent to discuss the dates between Spring 2013-Summer I 2013 calendar. Mark Sprague commented that the operational aspects need to be considered along with the academic calendar dates. Charles Lesko noted that this committee had discussed separating academic calendar and administrative calendar. Angela Anderson noted that some examples of items that should be in the administrative calendar include "schedule cancelation dates", "due dates for grades", "census day", and so on. Charles Lesko asked if we can form a subcommittee to examine the format for an administrative calendar. Angela Anderson and Mark Bowler volunteered to form the subcommittee and to draft a suggested format for an administrative calendar.

Mark Sprague noted that concern raised by Professor Van Willigen about the days between Spring 2013 and Summer 2013 is an academic issue, since, for instance, a student who failed in a course in Spring could consider re-taking the course in summer. Mark Sprague stated that moving up the starting date of Spring 2013 or moving back the starting date of Summer semester could be an option, but that would impact the other academic calendars such as Fall2013. Angela Anderson noted that, based on the survey on academic calendar, a majority preferred having three weeks between the summer and the start of fall semester. Kimberly Heidal stated that any changes that we make will impact other calendars, so it seems reasonable to keep already approved Spring and Summer 2013 academic calendars, as they are, while the committee should consider this issue for the future academic calendars. Kimberly Heidal motioned to keep Spring and Summer 2013 calendars as approved, while the committee will consider having more days (a week or so) between Spring and Summer semesters when we draft future academic calendars. Mark McCarthy seconded. The committee agreed.

Charles Lesko asked to list the calendar committee goals. Based on the business carried forward and the items brought to the committee's attention, Sachiyo Shearman stated that the calendar committee goals for 2012/2013

includes: examining the dates between Spring 2013 and Summer 2013, drafting a suggested format for an administrative calendar, drafting the academic calendars for Summer 2014, Fall 2014, and Spring 2015, creating the internal guidelines for handling requests for changes to the approved academic calendars, and reviewing the final exam schedules.

The committee discussed time and dates for the future University Calendar Committee meetings to be between 12pm, noon to 1pm on fourth Wednesdays of every month (except for December and May). The following will be the University Calendar Committee meeting dates.

Wednesday, September 26, 2012

Wednesday, October 24, 2012

Wednesday, November 28, 2012

Wednesday, January 23, 2013

Wednesday, February 27, 2013

Wednesday, March 27, 2013

Wednesday, April 24, 2013

Charles Lesko stated that our next meeting will be on September 26th Wednesday at 12:00pm, noon in the same room. The meeting was adjourned at 1:30pm.