CALENDAR COMMITTEE MEETING MINUTES

MEETING DATE: Sept. 21st, 2011

ATTENDEES: Margit Schmidt, Charles Lesko, Ralph Scott, Brent Henze, Reid Parker, Sachiyi Shearman,

EX-OFFICIO: Angela Anderson, Mark Richardson, Kathy Cox (conference call)

The meeting was called to order at 12:06 pm in Rawl 142 by Charles Lesko. Charles presented the agenda for the meeting. Angela asked to move agenda item 2.5 (creating faculty/administrator calendar) before item 2.3 (procedure for editorial change).

Charles handed out the minutes from the last meeting and asked for approval of minutes. Ralph moved to approve, and Mark seconded. All approved.

Charles talked about the review for the calendar of Summer 2013, Fall 2013, and Spring 2014. The calendar must be completed by March for the Faculty Senate approval. Charles felt that in the past the chair and secretary did most of the calendar and that most of the members were not as involved and didn’t fully get a chance to understand the process. He proposed that a member of the committee to work on a specific semester and bring it back to the committee for the next meeting. He then opened the floor for discussion of his idea. The guidelines were questioned on how the calendar was made and Charles pulled out a document that Lori had included in our initial folder. He then explained that the members who volunteered to take a semester of the calendar would need to keep up their semester until it was submitted to the Faculty Senate. It was also asked that the member who volunteered to create the calendar for a specific semester also email the rest of the committee a week in advance (Oct. 12th) of the next meeting for review.

Margit Schmidt volunteered to work on the Summer 2013 calendar.
Reid Parker volunteered to work on Fall 2013 calendar.
Ralph Scott volunteered to work on Spring 2013 calendar.

Charles stated that we are to review current exam schedule verbiage that is included in all university calendars to clarify some concerns raised. Angela mentioned that this is partly to do with having a comprehensive/cumulative final exam or non-cumulative final exam during the final exam week. Scott stated that it is up to each instructor’s discretion to decide what type of final exam is suitable for each course, as long as the class meetings add up to the required class time. Charles summarized the discussion stating that the new verbiage will be the following:

*A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President.*

Charles moved to vote on this new verbiage, and Reid seconded. The committee agreed with the change.

Charles mentioned that the next item on agenda is to consider creating a faculty and administrative calenderer separate from the academic calendar. Kathy said that she believes that it is a great idea, which would help many faculty members. Angela stated that we could even include personnel related dates such as those for the tenure and promotion or last date to submit grant application. Charles asked Kathy to present specific drafts and ideas regarding the creation of faculty and administrative calendar. Kathy agreed.

Charles asked for the update on the continuing communication and coordination with Pitt Community College and Pitt County Schools. Sachiyo contacted PCC and now waiting for them to reply back.
Reid contacted PCS and stated that it seems very unlikely to be able to fully coordinate 4 9-week semesters with 2 15-week semesters. Margit mentioned that the other issue is the timing, as ECU complete calendars before PCS. Brent stated that we can consider matching maybe one item such as fall start date. Charles said that we will continue this discussion in next meeting.

Charles asked Angela to speak about the procedure for the editorial changes. Angela provided us with some examples of editorial changes that were requested in the past and in current academic calendar. Scott asked Charles if the chair wants to be in charge of the editorial changes. Brent stated there are two types of changes – policy changes and informational or editorial changes. Charles stated he is not comfortable with making all the editorial changes individually as a chair, and it may make more sense if the editorial changes are brought to the administrative staffs as it has been or to the calendar committee. Charles then asked Angela to create the list of changes and bring it to the committee. Angela agreed.

Charles brought up to discuss including the census day to all university academic calendars. Angela mentioned that the census date is related to funding issues and should go to the main calendar, and not just for the faculty and the administrators. She mentioned that the census day should be the 10th class date that classes meet in Fall and Spring and the last day of drop/add period in Summer. Reid motioned to include these census dates. Ralph seconded. Committee agreed.

Charles stated that our next meeting will be on October 19th Wednesday at 12:00pm noon.

The meeting was adjourned at 1:03 pm.