

## CALENDAR COMMITTEE MEETING MINUTES

**MEETING DATE:** September 26, 2012

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

**EX-OFFICIO:** Angela Anderson

**GUESTS:** Lori Lee

The meeting was called to order at 12:05pm in Rawl 142 by Charles Lesko. Minutes from the last meeting was approved. Agenda for the current meeting was approved.

Charles Lesko stated that our first agenda item is to draft 2014-2015 academic calendars. He asked if the committee could continue to do what we did last year, assigning one individual to take charge of each academic semester, while we all review and edit the calendars. The committee agreed. Margit Schmidt volunteered to work on Summer 2014 calendar. Mark McCarthy volunteered to work on Fall 2014 calendar. Ralph Scott volunteered to work on Spring 2015 calendar. Charles Lesko asked them to email respective calendar draft to the committee about one week prior to our next meeting, so we can review and edit them in our next meeting in Oct.

Charles Lesko stated that next agenda item is a business carried forward, examining editorial change procedures. Angela Anderson stated that we need to think of two different situations, an emergency change after a hurricane or a storm, and other administrative change requests. She noted that having administrative calendar could solve this problem. Margit Schmidt stated that we need to define what is considered as editorial changes. Angela Anderson stated that the word editorial imply minor changes. Mark McCarthy noted changing a day in an academic calendar is not necessarily a simple editorial change. Charles Lesko commented that there seems to be two issues: type of change and situational aspect. Is it a major editorial change or simply correcting a typo in an approved calendar? The other is the situational aspect - is it time-sensitive item or not, do we have enough time to go through the appropriate procedures to obtain an approval for a change (such as going through the University Calendar Committee, the Faculty Senate, then the Chancellor)? Kimberly Heidal asked if we could have two different procedures, one for emergency changes and one for proper procedures. Lori Lee stated that the Faculty Senate concerns about academic calendar issues usually and not so much about administrative calendar dates.

Mark Bowler stated that he worked with Angela to color-code our current calendar to identify items that are categorized as either academic or administrative. For instance, academic calendar items include faculty meeting date, class begins, state holiday, and so on, while administrative calendar items include the dates such as schedule cancellation for all who have not paid fees, late processing fee assessed for all who have not paid fees, last day to apply for admission to graduate school, and so on. Charles asked if we need to get an approval to make these changes, since if the University Calendar Committee worked only on academic calendars, the responsibility to make administrative calendars fall on the administrative team. Margit Schmidt concurred stating that it seems like we need an approval for this. Angela Anderson stated that she is already volunteering to work on the administrative calendar. She noted that administrative dates are not usually planned as early as academic calendars, since administrative dates are often set after academic calendar is approved. Kimberly Haidel motioned to separate university calendar into academic calendar and administrative calendar, and the University Calendar Committee is to be in charge of academic calendar. Mark Bowler seconded. Kimberly Haidel agreed to mention this at the next Faculty Senate meeting.

Charles Lesko stated that a request was made to drop MATH1065 from the common exam schedule by Professor John Crammer, as described in an email forwarded to the committee. Ralph Scott asked if we are to drop MATH1065 final exam schedules from our current calendar. Kimberly Heidal stated that we can keep our existing calendar as is, while we start making the changes from our next calendar. Kimberly Heidal motioned to delete MATH1065 common exam schedule from our future academic calendars starting Spring 2014, while keeping existing calendar as is. Ralph Scott seconded. The committee agreed. Charles Lesko stated that we may need to check other departments to see if they are still interested in having their common exam schedules in the academic calendar. Mark Bowler volunteered to contact the other department chairs.

Charles Lesko stated that our next meeting will be on October 24th Wednesday at 12:00pm, noon.