

Calendar Committee Minutes

3 September 2014

Present:

Andrew Morehead – Welcome and Election of Officers

Mark McCarthy – Chair of Committee

David Wilson – Vice-Chair of Committee

Ron Preston – Secretary of Committee

Committee Members: Cindy Elmore, Jeanne Hoover, Jennifer Radloff, Angela Anderson, Margaret Pio, Stephanie Richards, Tracy Carpenter-Aeby, Katie Swanner,

Guest: Lori Lee

Andrew Morehead – Charge to the Committee (Yellow Handout); see also Salmon Handout (Business Carried Over from 2013-14). New Business – Next year – Convocation on Friday 8/21. Refine issue of Academic and Administrative Calendars; Thursday night football games – three, with two at home. What could be done – inform faculty far earlier this year. Ask the conference that we have no more than one Thursday night game or not more than one on any given night. Only Division 1 School with two Thursday night home games. Partner with the city – bad for economy to have two Thursday night games.

Most Inflammatory Issue – Possibly combining Fall Break and Thanksgiving Break. Science Lab Faculty might be in favor of combining breaks due to how labs are set up by the week. Whole weeks are preferable. Getting a good survey is important.

Also in CC folder:

- Guidelines
- Processing
- Last Year's Report

Information for All Committees

- Efficiency does matter – every meeting well-used; use sub-groups and sub-committees when applicable; concentrate on a product.
- Report back to the Faculty Senate to do or not do something. Bullet-point recommendations, particularly in front of the Senate.
- Keep good minutes.

Discussion on Goals for the Year:

- Difficulties with administrative portion of the calendar – getting dates from the Cashier's Office; new undergrad admissions officer; new grad admissions officer coming on board soon. Right people were not in the right place to get information to the Faculty Senate.
- Andrew: What is the Process? Angela Anderson – went to people to get the dates; turnover led to information not being received. Cashier's Office was changing processes – schedule cancellation date was moved earlier and was not published.
- Last Date to Apply for Graduation not on the calendar. (But this is not a real deadline; just the last day for information to be in the commencement program) Do we want a deadline for the information? Administrative Calendar: Dates have to be brought to the Senate – for information purposes. The Administrative Calendar dates lag behind the academic calendar a year.
- Survey – Eban and Bill were working on something. May have been ready to send, but ran out of time to given it.
- Look at other major universities; starting spring semester on a different day; more reading days to use as make-up days; can do online assignments for some classes – hard for labs. Have three reading days where you could use two for make-up days. Who is impacted by loss of class from weather, etc.

Schedule for future meetings – Use a Doodle Poll to get feedback from all the committee.

Student (Katie Swanner): What do you want to hear from me?

- Student input on issues like changing the Tuesday as Monday and having a combined fall break and Thanksgiving Break.
- Student representative can bring input from students and take communication back to students.

Meeting adjourned with thanks to student rep and chair of faculty.

