Calendar Committee
ANNUAL REPORT
1998-1999 Academic Year

1. Membership (include ex-officio members).

   Mary Farwell        Ann Adams-Bullock
   John Crammer        Karen Elberson
   David Glascoff      Jon McChesney
   Salman Abdulali     Vivian Mott
   James L. Smith      Bill Clutter
   Gil Moore           Layton Getsinger
   Bob Denney          David Sturm (student)

2. Meeting Dates (include members absent).

   4/20/99 - Getsinger (excused), Smith (excused),
              Adams-Bullock, Denney, McChesney, Clutter
   3/9/99  - Adams-Bullock (excused), Denney, Smith,
              McChesney, Clutter, Sturm
   2/9/99  - Adams-Bullock (excused), Mott (excused),
              Getsinger, Smith, McChesney, Sturm
   11/12/99 - Denney, Smith, McChesney, Sturm
   10/22/99 - Smith, Adams-Bullock, Mott, Clutter, David
              Sturm (student)
   9/24/99 - Smith, McChesney, Clutter (excused),
              Adams-Bullock (excused), Student Rep.
   8/25/99 - Smith, Getsinger, Denney, Student
              Representative

3. Subcommittees established during the year
   (include progress and/or completion of work).

   Subcommittee on Contact Minutes and Scheduling.
   Members: Crammer, Farwell, Glascoff. Subcommittee was
   established to prepare a document subsequently approved
   by the Calendar Committee and by the Faculty Senate as
   resolution 98-35 regarding clarification of policy and
   guidelines for scheduling courses.

4. Accomplishments during the year, especially as
   addressed through committee goals. Include
   recommendations made to agencies other than the
   Faculty Senate as well as the Faculty Senate.

   Examined the three items carried over from 1997-
   1998: Item 1 (Guidelines for scheduling) was resolved
   as stated above; Item 2 (Evaluate current summer
   terms) was discussed with conclusion of no change at
   this time; Item 3 (Better serve the University) was
   completed with the changing of the examination
   schedule rotation. In addition, the Committee
   discussed: the possible elimination of registration day
   as a non-class day; the possibility of a full week's
   Thanksgiving holiday; and the possibility of utilizing
   the Marketing Research class to secure calendar-
   related opinion data.

5. Reports to the Faculty Senate (include dates and
   resolution numbers).

   Resolution 98-35, approved December 8, 1998 -
   Clarification Statements (Policy and Guidelines) for
   Scheduling Class Contact Minutes for Fall/Spring Semester,
Summer Session, and Weekend University Courses

Resolution 99-15, approved April 27, 1999 - Calendar for 2001-2002

6. Business carried over to next year (list in priority order).

1. Review/revise calendar format (e.g. MLK makeup day)

2. Prepare 2002-2003 calendar, including surveying departments using common exams

3. Consider the role of the Calendar Committee regarding distance education

4. Request report from Registrar regarding adherence to scheduling guidelines

5. Re-visit, via the Marketing Research class, the possibility of a full week Thanksgiving

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).

A. Charge: No problem

B. Personnel: No problem

C. Attendance: Student member David Strum, James L. Smith, Jon McChesney consistently absent

D. Responsibilities: No problem

E. Activities: No problem

8. Suggestions to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

None