COMMITTEE: Calendar Committee

MEETING DATE: 12 November 1998

PERSON PRESIDING: David Glascoff

ACTIONS OF MEETING
Minutes of 10/22/98
Description of action:
Approved with correction "rations" should read "ratios."

SGA Representative
Description of action:
The designated student representative resigned from the committee having never attended. Another student representative will be sought.

Subcommittee Report on Revisions to the "Guidelines for Scheduling of Summer Session Courses." David Glascoff reported on behalf of the subcommittee. A draft of suggested revisions for Fall/Spring semester courses; Summer courses; and Weekend University courses was distributed prior to the meeting. These revisions were reviewed and additional changes or clarifications were made.

Description of action:
The top portion of each of the draft forms will be more clearly designated by title as the "Policy" portion of the document. The wording "Implementation of Policy" will be deleted from the bottom portion of each draft form. For consistency and clarity of intent, a subheading of "Traditional Lecture/Discussion Classes" will be added to the bottom portion of each draft form. Where appropriate, wording within this subheading paragraph will be changed to reflect these traditional type classes. In the top portion of the documents, the heading in the first column was changed by the subcommittee to read "Academic Contact Hours per Week."

Changes discussed in committee will be made by the subcommittee and minutes of 10/22/98 will be reviewed to ensure that suggested changes/additions from discussion at that meeting will be incorporated into the drafts. Once the drafts reflect all changes, the proposed final revised copy will be distributed to committee members for feedback. This proposed document will be considered final at noon on November 23, 1998. This item "Clarification of Existing Policy" will then be submitted as an agenda item on November 24, 1998 for presentation by David Glascoff to the Faculty Senate on December 8, 1998. The purpose of presenting these revisions to the Faculty Senate is to meet our charge of taking information from the GA; translating this information into congruent and understandable documents and providing recommendations for consistency in scheduling of course.

Proposed 2001-2002 University Calendar
Initial discussion of the proposed calendar was held. The question of whether we should delete or retain registration days was addressed. No definitive decision was made.
Other discussion included "fall break" in relation to the football schedule of home games. Generally, the sports schedule is not known this far in advance. Nonetheless,
Layton Getsinger said that he would contact the Athletics department to see if they know anything about the tentative fall break weekend for 2001. Other discussion was held regarding the best dates for beginning Christmas break. David Glascoff suggested that the Marketing class might participate in a class project to determine faculty/student preferences related to several calendar issues.

Description of action:
The committee recommends that both the Spring 1999 and the Fall 1999 Marketing classes include a project assignment to gather data that this committee can use to support calendar decisions in the future. David Glascoff will take our recommendation to the appropriate faculty member for action.

John Crammer will provide copies of the calendar in catalog format for review on or before our next meeting date.

Agenda Items for Next Meeting
Update on presentation to Faculty Senate - David Glascoff
Review of proposed 2001-2002 calendars
Review of calendar in catalog format
Other Committee business

Adjournment: The meeting was adjourned at 4:40 p.m.

NEXT MEETING:
Our next committee meeting will be held soon after classes begin in January, 1999. A mutually convenient day and time will be sought and announced to all members.

Respectfully Submitted,
Karen Elberson

Addendum
Subsequent to the Committee meeting held on November 12, 1998, a note of clarification was received from Ms. Lori Lee. Ms. Lee has a copy of the letter from C. D. Spangler that was distributed to all committee members in September, 1996. Copies of this letter will be forwarded to subcommittee members to assist them in completing their work on the proposed guidelines that will be presented to the Faculty Senate in December.