COMMITTEE: Calendar Committee

MEETING DATE: 3 February 1998

PERSON PRESIDING: Nancy Moss

ACTIONS OF MEETING

Description of action:
Minutes of 11/17/97, approved as distributed.

Description of action:
Final Review of Calendar Guidelines prior to
to Faculty Senate. Having reviewed committee meeting
minute actions for 1997-1998, Nancy Moss shared all
recommendations for change that the committee agreed
upon to date. On Attachment #1, Guideline
#1 was changed from "14 weeks" to "15 weeks" Guideline
#7 was changed in part to read "Weekend
University summer session will be an 11 weekend session,
including exams." Some editing suggestions agreed upon by
committee members include "an 11 weekend session
rather than "a" and changing Guideline #8 to read "The
faculty senate" rather than "you." Bob Denney
recommended renumbering of the Guidelines to reflect
priorities. Committee members agreed that #9 would
become #1; #7 would become #2; #8 would become #3; and
#s 1-6 would become #s 4-9 respectively.

University calendars prior to submission to Faculty Senate

Description of action:
Changes were made under the heading of "Weekend
University Classes Summer Schedule 2000."
"May 15, Monday" was changed to "May 16, Tuesday";
"June 5, Monday" was changed to "June 6,
Tuesday." Under June 6, Tuesday, the "w" of Weekend
University was capitalized. Under June 30-
July 1, July 4th holiday observance clarification was made.

Changes were made under the heading of "Fall Semester
2000." "October 2, Monday" was changed
to "October 3, Tuesday" and under December 9, Saturday,
the phrase "Weekend University classes end" was added.

One change was made on "Spring Semester 2001." The
change is the adding of a line which reads
"May 1, Tuesday, Classes end"

Description of action:
Final Review of Committee guidelines

Under the heading "Guidelines for Weekend University
Calendars" "Regular Semesters," change to read
"Include 15 weekend of classes." Also, under "Summer
Sessions", delete the statement "A single 11
weekend session, including exams."

Under the heading "Summer Sessions 200-", add "(Second
class day)" with the May statement of
"Last day for late registration and schedule changes (drop
and add) for first term."
Under the heading "Weekend University Classes Summer Schedule 200-n, three changes were made. Add "(Second working day after the first weekend)" after the second May on the page. Add "(Second working day after the 5th weekend of classes.)" after the first June on the page. Add under July 4-5, July 4th observance clarification of no classes which reads "State holiday begins. No classes)."

Under the heading "Fall Semester 200-n, add under the 8th listed August the phrase "(Second working day after the first weekend of classes)." At the bottom of the page, add "(Second working day after the sixth weekend of classes)."

Under the heading "Fall Semester 200- (continued)n, delete "regular" where the first December appears and have it read, "Classes end."

Under the heading "Spring Semester 200-n, add after the 6th listed January the phrase "(Second working day after the first weekend of classes)." Also, add after the 2nd listed February the phrase "(Second working day after 6th weekend of classes)."

A motion was made by David Glassoff and seconded to accept the editorial and substantive changes for submission to the Faculty Senate for approval. Motion carried.

Letter from Dr. Al Matthews:
The committee reviewed a request from Dr. Al Matthews to include the due date for proof of immunizations as set forth by the University. The consensus of the committee members was that this request does not represent an academic piece of information. Further, such information is and can be publicized in many other more appropriate ways.

150 Day Calendar:
Nancy Moss requested that members consider the effects that the 150 day calendar is having on students and faculty. One issue addressed was that of make-up days when for example a "Monday" becomes a "Wednesday." This situation has an impact on those courses in which clinicals or laboratories are set up for specific days of the week. Committee members were encouraged to provide feedback regarding the impact of this 150 day calendar to Nancy Moss as soon as possible.

Submission of Recommendations from Committee for Faculty Senate Approval:
Nancy Moss plans to present Committee recommendations to Faculty Senate at the February 24, 1998, meeting.

Committee Annual Report:
Nancy Moss will write the Committee Annual Report and send same over the E-mail to those members who have E-mail. Otherwise, a hard copy of the report will be sent. Members were requested to provide feedback on the report prior to her submission of the report.

Adjournment:
The meeting was adjourned at 2:30 p.m.

NEXT MEETING: No further meetings planned unless one
needs to be called after Nancy Moss presents recommendations to Faculty Senate.

Respectfully Submitted,
Karen Elberson