COMMITTEE: Calendar

MEETING DATE: November 15, 2000

PERSON PRESIDING: John Crammer

REGULAR MEMBERS IN ATTENDANCE: Salman Abdulali, Mary Farwell, Roger Rulifson, Robert Caprio, Charles Calhoun

STUDENT MEMBER IN ATTENDANCE: Michael Aho

EX-OFFICIO MEMBERS IN ATTENDANCE: Chuck Hawkins, Angela Anderson, Bob Denney, Bill Clutter, Trenton Davis

OTHERS IN ATTENDANCE:

John Crammer convened the meeting at 3:30 PM November 15, 2000 in Rawl 142. Charles Calhoun moved, Roger Rulifson seconded, approval of the minutes of the September 27, 2000 meeting; motion passed.

The main topic for the meeting was working on the 2002-2003 academic calendar. Since few classes start at 10, 1, or 4 on TTh, the proposed exam schedules for Fall and Spring have been adjusted to balance the load. The Athletic Department doesn't know the football schedule for 2002; the calendar for Fall 2002 has a scheduled Fall Break whose date may be changed when the football schedule is known. Guidelines for calendars were reviewed, and it is required that there must be fifteen weeks of classes and a minimum of fifteen of each day of the week. ITCS asked that registration should not be conducted on certain days of the month, but those guidelines may not be needed now. Angela Anderson will ask ITCS for guidance on this issue.

Anderson also said that the Start-up committee had requested that Fall semester not start on Monday for various reasons. They are highly opposed to starting on a Monday. The Start-up committee will review their requirements and will let us know what their issues are. Bob Denney said that Freshman and transfer orientation may be changing so that we need to assess the effect of these changes also. Roger Rulifson pointed out that faculty need a break at the end of Spring semester, and it may be difficult to get teachers for First Summer Session, and the students are also burned out. Denney pointed out that there are conflicting interests and concerns that are legitimate.

Anderson said there is no problem with starting on Monday; but, for advising
purposes, faculty must be here to work with students. In response to the question of could we do orientation on Saturday before starting classes on Monday, it was noted again that the problem is with advisors not being available for students who need help getting into classes. Anderson pointed out that other campuses cancel schedules earlier, so that other students can sign up for classes ahead of time. Crammer asked whether ECU could cancel schedules at least one week earlier, with students being warned that their schedule would be cancelled, so that there is time to register other students. He asked whether there could be an email message generated to warn students about cancelled schedules? Mike Aho responded that Undergraduate Studies sends out letter and that email may be a problem because students may not get the email and that ECU might consider computer generated phone calls instead. New students are given email accounts at orientation. Denney said we cannot change the date for cancelled schedules during summer school. Crammer asked if notification could be done on August 5 that schedules would be cancelled on August 9 and notification on December 30 for schedules cancelled on January 3. There should be no registration day in spring.

Crammer said he got an "out of office" email response to an inquiry about final exams for distance education exams. Rulifson moved to accept Monday start date for Fall 2002—motion was seconded by Farwell and unanimously passed.

The next meeting will be on Wednesday, December 6 at 3:30.

Meeting adjourned at 4:31.