COMMITTEE: Calendar

MEETING DATE: October 24, 2001

PERSON PRESIDING: John Crammer

ATTENDEES: John Crammer, Robert Caprio, Stephen Dock, Patricia Myers, Roger Rulifson

EX-OFFICIO: Angela Anderson

OTHERS:

Meeting convened at 3:35 pm by John Crammer. There is a quorum.

The minutes of the August 29, 2001 meeting were corrected. Stephen Dock moved. Robert Caprio seconded, to approve the minutes as modified. Motion passed. The minutes of the September 19, 2001 meeting were corrected. Stephen Dock moved, Robert Caprio seconded, to approve the minutes as modified. Motion passed.

Concerning the coordination of the Academic calendar with the calendar for the Pitt County Schools, no additional word has been received, though memos have been seen indicating some attempt to coordinate holiday schedules. The committee decided to wait for Mary Farwell to report to the committee. Roger Rulifson has talked with Farwell about the situation. Angela Anderson noted that the memo from Dr. Muse says the committee may approach Pitt Community College and the Pitt County Schools.

The committee next discussed the scheduling guidelines. A faculty member has suggested 15-minute breaks between classes in the summer. Anderson has been asked to investigate about not having Friday classes during summer sessions. It was noted that three semester hour classes that meet four days a week in the summer need to meet 112.5 minutes not including breaks. Departments will start scheduling summer classes in early January. One reason for considering this is to reduce air conditioning operation on Fridays to save money. How many buildings would that really take off line, considering critical equipment needs? Staff would still be here on Friday, which would reduce savings. Extra teaching time may be too long even with 15-minute breaks. Some biology classes would therefore be 4 hours long and others 2.5 hours long. Visitations by prospective students and parents occurs now after 11:30 on Fridays. Actual money saved would be questionable. This would exacerbate off-campus work needs. Summer theater is 7-day work week. It would also give the perception of working less during summer schedule.

In a straw vote, all members of the committee are in favor of keeping the current 5-day schedule, none for the reduced MTh. Anderson said the 15 minute break would be better for Minges students and Allied Health students coming back to main campus. Additional minutes would not seriously affect students who work in afternoons (would add only 10 minutes, so that the third block of classes would get out at 1 pm instead of 12:50 pm).

Anderson commented on scheduling guidelines for late afternoon and evening classes. The Vice Chancellor for Academic Affairs recommends doing away with guidelines for classes that start after 3 pm. The committee suggested moving the cutoff time for the guidelines to 2 pm to cover classes starting at 2:30 (this may reduce the underutilization of classrooms after 2 pm). After 2 pm the guidelines may contribute to problems with scheduling required courses, causing delayed graduation for some students. Robert Caprio moved, Patricia Myers seconded, to remove scheduling guideline restrictions for classes starting at 2:30 pm or later. Motion passes (4 in favor, 1 against). This motion needs to go to the Faculty Senate. The decision on when to present it to the Faculty Senate will be made at the November meeting.

The committee next worked on the 2003-2004 calendar. The calendar for Summer 2003 was reviewed.

The next meeting will be on November 28 at 3:30 pm.

Mary Farwell will report on academic breaks, types of modifications to Fall and Spring to accommodate these changes. There may need to be a shorter Christmas break to preserve a one week break between Spring and the first Summer Session.

Meeting ended at 4:29 pm.

Respectfully Submitted,

Roger Rulifson