COMMITTEE: Calendar

MEETING DATE: November 28, 2001

PERSON PRESIDING: John Crammer

ATTENDEES: Roger Rulifson, Charles Calhoun, Stephen Dock, Ginger Woodard, Chris Ullfers

EX-OFFICIO: Mary Farwell, Amy Bissette (representing Angela Anderson)

OTHERS: Bob Morrison

The meeting in Rawl 106 was called to order at 3:30 pm by John Crammer, chair.

Bob Crammer announced that ECU can now have a shortened academic semester, the 15 weeks for the semester can include the final examination period. Final exams are mandatory and the faculty may need to be creative if extra time is needed. Some possible approaches include term papers, field trips, laboratory time, or an extra class day if needed. This is a problem for 4- and 5-semester hour courses, but not for 2- and 3-semester hour courses. This issue has been raised before. The UNC system SGA had requested a shortened term. UNC-CH faculty voted to make the academic calendar locally based rather than system wide. President Molly Broad had been considering requiring a minimum of 750 minutes for each credit hour. If passed, this change could go into effect for the 2003-2004 academic year. Next year’s calendar is already set. The status of this change is that the Board of Governors may approve it in January, and we expect it to be approved. The language of the proposal would be as presented in the memo that has been distributed. Units having 1-semester hour courses that meet more than 1 time per week may be a problem under this proposed change since their final exam is scheduled for the last week of classes.

Crammer suggested that for the Fall semester, perhaps we should determine when the semester should end, and then work backwards. For Spring semester, perhaps we should determine the January start date, then work forward.

We need to keep in mind that the Registrar’s Office, grounds people, etc. need the longer summer period to finish tasks.

Bissette pointed out that readmission for suspended students may be a problem. Also, faculty will begin to enter their own grades this semester (a few are trying the system as guinea pigs). The system for having faculty enter grades may be fully implemented during Spring 2002.

The committee worked on the calendar for the two summer sessions with minor changes to what had been distributed. Possible versions of the Fall and Spring semesters for the 2003-2004 calendar were handed out, but are not relevant under the anticipated new guidelines. Crammer distributed calendars from some other universities to give examples of what other schools are doing and what their requirements for the number of hours/days per semester are. The University of Georgia has problems similar to ECU. The University of South Carolina leaves it up to individual departments and instructors to be in compliance. University of Virginia in Fall 2003 starts classes on August 27 and exams end on December 15. Winthrop University in SC this Fall starts classes on August 22 and ends exams on December 12. West Virginia University has a week off for Thanksgiving (but no Fall break). Oklahoma State University requires 800 minutes of instruction time per credit hour including final examination. Old Dominion has classes starting on August 25 and exams ending on December 15 this Fall (exams runs Saturday to Saturday) with Fall commencement on Sunday. Clemson University this Fall started classes on August 22 and exams end on December 15.

Farwell suggested going to a 14 and a half week semester now and perhaps move to 14 weeks later, in increments. Crammer suggested a Wednesday start in August with faculty meetings Monday, a registration day Tuesday, and classes start on Wednesday. Calhoun asked if there is a rational for 72 days versus 70 days. Crammer expressed the opinion that the number of meetings for each day of the week should be the same. Ullfers suggested a start date of August 25 or 29 for 2003. Other universities have the following start dates in August: Clemson 22, W VA 20, WINTHROP 22, SC 23, GA 16. An important question is “what is last acceptable day of final exams before Christmas”; we should then work backward. Bissette said the Registrar’s Office can deal with grades turned in by 8 am; they can be mailed out the next day after the GPAs are calculated, for readmissions and so forth. But, if the Registrar is still hunting down grades from tardy faculty, it is impossible to send them out on time. In general, Christmas occurring on Thursday is the best schedule-wise because we will have the maximum number of days off. The committee agreed on the following recommendations for: Fall 2003 --

- Faculty meetings – Monday, August 25
- Schedule change day – Monday, August 25
- First day of classes – Tuesday, August 26
- Classes end – Tuesday, December 9
- Reading day – cancel
• light exam day on December 10th
• 1st heavy exam day - Thursday, December 11th
• last exam day – Wednesday, December 17th
• commencement – Saturday, December 13th

This recommendation will require a 2.5-hour final exam schedule in order to have a 3-hour course meet the 750-minute minimum guideline. This is based on the assumption that the board of governors will pass the recommendations in January 2002.

Spring 2004 --
• Exams shall end on Thursday with Commencement on Saturday.
• Start January 6th (a Tuesday)
• End with Commencement on May 8.
• In the spring, the only days that make sense to start on are Mondays or Fridays. Otherwise you have to add days.
• First class day – January 9 Friday
• Spring Break -- March 1-5
• Founders Day -- March 8
• Last day of classes -- April 26
• Reading day -- April 27
• First exam day -- April 28
• Last exam day -- April 5 May
• Commencement – May 8.
• This will also require 2.5-hour exam schedule.

The committee decided on the following dates for future Calendar Committee meetings for 2001-2002 as needed--
• Next meeting January 16, 330, Rawl 106
• Second meeting February 6, 330
• Third meeting February 27, 330 Rawl 106

Meeting adjourned at 4:48 pm.

Respectfully submitted,

Roger Rulifson
Secretary