COMMITTEE:  Calendar

MEETING DATE:  October 21, 2002

PERSON PRESIDING:  John Crammer

ATTENDEES:  Ginger Woodard, John Crammer, Robert Caprio, Charles Calhoun, Stephen Dock, Brenda Eastman

EX-OFFICIO:  Angela Anderson, Mary Farwell, Cal Christian

Meeting was called to order at 1:00 pm in Rawl 105 by John Crammer. Since Brenda Eastman is a new member of the committee, the committee members introduced themselves.

Mary Farwell moved, Robert Caprio seconded, approval of the minutes of the September 16, 2002 meeting as corrected. Motion passed.

The committee elected a new Secretary, Robert Caprio to replace Patricia Myers who had scheduling conflicts. (Farwell moved, and Stephen Dock seconded, to close the nominations. Motion passed and election was by acclamation.)

The business carried over from last month’s meeting was to discuss and approve the revised Faculty Senate guidelines for setting university calendars. The Committee decided that the third guideline would remain at 17 weeks. The ninth guideline added a class holiday Memorial Day. There was discussion of adding an 11-week extended summer session to coincide with the current five and a half week summer sessions. An important question was who could create the new session. A notation noting the source of the 750-minute requirement needs to be added to the first guideline. Ginger Woodard moved, Angela Anderson seconded, approval of the new guidelines. Motion passed. It was hoped that the modified guidelines could be introduced at the November Faculty Senate meeting for approval. However, it was important that the Committee’s revised guidelines be listed on the agenda prior to the debate on the parking/transportation proposal.

The committee discussed the confusion about when Fall Break occurs due to the wording of the Weekend Program Fall Break. This was deemed to not be a problem because the Weekend Program will not exist in 2004. Crammer pointed out the communication with Judith Kesperek at Pitt Community College concerning the scheduling of Spring Break.

Mary Farwell spoke with Brenda Jones of the Pitt County School Board to initiate a dialogue on how to better coordinate class breaks between Pitt County Schools and East Carolina University. It is hoped that Ms. Jones will meet with the ECU Calendar Committee at our next session, November 18th, 2002, to discuss coordinating the two calendars. The date of the PSAT affects whether the county system has Columbus Day as a holiday as occurred during Fall Break this year. Caprio asked about the date for 2003. Farwell responded that the break for the schools is a week later. It might be useful to find out the date for the PSAT in 2004.

In order to help coordination with PCC, the committee decided on Spring Break for 2005 to be March 14-20. The committee decided to change the registration period to start on March 28 for the Spring 2005 calendar.

The committee reviewed the committee internal guidelines for Summer sessions and Fall semesters. To discuss the internal guidelines for setting university calendars, a sub committee of the Calendar Committee, comprised of Robert Caprio, John Crammer, and Mary Farwell, will set a time and date, to discuss issues.

The next committee meeting will be Monday, November 18, 2002 at 1:00.

Meeting adjourned at 2:00 pm.