COMMITTEE: Calendar

MEETING DATE: November 18, 2002

PERSON PRESIDING: John Crammer

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

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

VISITORS: Brenda Jones

Meeting was called to order at 1:00 pm in Rawl 105 by John Crammer.

Brenda Jones from Pitt County Schools attended the meeting to inform the committee about the calendar for Pitt County Schools and to discuss how the calendars for the Pitt County Schools and East Carolina University could be better coordinated. She distribute information on state regulations for public schools and the 2003-2004 calendar for the schools. Next year’s Fall Break does not match up because of conflict with the date for the PSAT. The requirements for calendars were discussed. The state requires 180 days/1000 hours of instruction. The number of total days of employment must not exceed 220. This includes pay for 10 annual leave days and 10 holidays. The public school Spring Break is commonly the week after Easter. There are teacher workdays at the beginning and end of the school year with some during the school year. Mary Farwell asked about the schools starting earlier recently. Jones replied that the semester ends in January or December, but that in the future, high schools may use 4 by 4 plan with 89 to 91 days per semester. Farwell the asked about the PSAT. Jones said that it is given on the first or second Tuesday in October. Jones said that many people want the semester to end before winter break. It was noted that having the ECU Fall Break on the third Monday-Tuesday in October would make it easier to match up and that Spring Break might be coordinated with teacher workdays in the public schools. The committee appreciates the discussion with Ms. Jones and will use the information in planning future calendars that will better coordinate with other local schools.

Mary Farwell moved, Stephen Dock seconded, approval of the minutes of the October 21, 2002 meeting as corrected. Motion passed.

Crammer said that it was recommended that the calendar guidelines that need to be approved by the Faculty Senate be sent to the senate in the spring along with the committee’s proposed calendars. The committee should also develop a calendar for the new concurrent 11-week summer session and send it to the senate. Angela Anderson said that Clayton Sessoms was interested in the new summer term. Crammer added that Computer Science is also interested in the new term. Anderson is interested in participating in the creation of the new term. There is a lot of work involved in creating the new term (course loads, fees, software modifications, ...).

Crammer announced that Jean Hiebert has resigned from the committee because of scheduling conflicts which caused her to miss meetings. Austin Bunch has distributed information on changing the celebrations for Founders Day that schedules activities later in March. This gives the committee more flexibility in scheduling Spring Break. It was suggested that Spring Break be moved to March 7 in the proposed calendar.

Farwell told the committee about possible exam scheduling conflicts between common exams and exams for classes meeting at 5:00 or 5:30. This Fall there is such a conflict between a section of BIOL 1050 and the MATH 1065 common final. The committee might want to point out this possible conflict of common exams and lower level classes at 5:00 to departments.

The next committee meeting will be Monday, December 9, 2002 at 1:00.

Meeting adjourned at 2:00 pm.