COMMITTEE: Calendar

MEETING DATE: January 16 2002

PERSON PRESIDING: John Crammer

ATTENDEES: Robert Caprio, Charles Calhoun, Stephen Dock, Patricia Myers

EX-OFFICIO: Angela Anderson, Mary Farwell, Chris Ulffers

OTHERS:

Meeting convened in Rawl 105 at 3:30 pm by John Crammer. There is a quorum.

The minutes of the October 24, 2001 meeting were considered. Patricia Myers moved, Stephen Dock seconded, to approve the minutes. Motion passed.

It was announced that the Board of Governors approved the changes for academic calendars on Friday, January 11, 2002. The changes need final approval by the General Administration of February 8. The committee has a memo from Bob Thompson (dated December 31) concerning these changes.

In matching up calendars with Pitt Community College, the Fall Breaks are the same, but Spring Break is different. With a 14-week plus exam semester, the committee chose to place Spring Break with seven weeks of classes before the break and seven weeks of classes after the break. The break also is scheduled to avoid Founders Day on March 8. Mary Farwell said that the county schools do not plan that far ahead. They have approved the 2002-2003 calendar and will later do the 2003-2004 schedule. They may try to match up with us.

Farwell asked about how the scheduling guidelines for summer relate to starting times for four semester hour classes. Angela Anderson talked about grade entry on the web; it did not work in December.

The committee next worked on the 2003-2004 calendar. For the summer sessions, the topics considered were final examinations (one class period in length), how much time it takes to get grades for first session classes and the associated problem of taking classes in sequence, whether classes for 3 semester hour courses meeting five days a week should be 90 or 85 minutes, and increasing the break between the 3 semester hour classes from 10 to 15 minutes. The committee expressed interest in changing the time between classes to 15 minutes and decided to vote on it at the next meeting along with the proposed calendars. For the Fall semester there was discussion of handling orientation. The Tuesday start for classes appears to be okay but the registrar’s office would prefer to start classes on Wednesday. Grade entry over the web should be in place by then. Angela Anderson described the double password setup for grade entry. For Spring semester, it was decided to start classes on Friday so there would be no need for a makeup day. Corrections were made to the text version of the calendar reflecting these decisions. The Fall and Spring final exam schedule was modified to deal with classes meeting from 6:30 to 7:45 and 8:00 to 9:15 at night in the same room so that final exams would not conflict. Angela Anderson submitted wording for the change. Night graduate level classes had exams set to the same length as day class exams. Final exams were for all classes in the exam period were changed to two and a half hours from two hours to have a total of 2250 minutes for three semester hour classes. The dates for schedule canceling and late processing fee for Spring 2004 were adjusted. The Fall semester would not have a Reading Day but would start with the light exam day, and Spring semester would have a Reading Day but distribute the TTh exams more evenly.

The committee will meet on Thursday, February 21, 2002 at 3:30 to vote on the 2003-2004 calendar and the changes in the scheduling guidelines for summer school classes.

Meeting ended at 4:40pm.