COMMITTEE: Calendar
MEETING DATE: February 21, 2002
PERSON PRESIDING: John Crammer
ATTENDEES: Roger Rulifson, John Crammer, Robert Caprio, Charles Calhoun, Patricia Myers
EX-OFFICIO: Jim Smith, Amy Bissette (for Angela Anderson), Mary Farwell

Meeting called to order at 3:30 pm by John Crammer. There is a quorum. Crammer apologized for not having the minutes from the previous two meetings available.

Discussion continued on scheduling time slots for the summer 2003 session. A proposal for 15 minute breaks between summer school classes was circulated. 4 and 5 semester hour classes must begin or end at one of the times for 3 semester hour classes. Motion to accept revisions to summer session schedule guidelines by Myers, second by Caprio. Motion passes.

Academic year 2003-2004 calendar was finalized. 3 semester hour classes during summer sessions already meet the 2250 minute deadline without the exam day (adding the 90 minute exam puts them over the required time). Changing class meeting times to 85 minutes would result in 425 minutes per week times 5 weeks, plus 85 minutes for final exam, equals 2210 minutes. 2250 minutes are required. With 90 minute classes plus 1.5 hour exam, we would be over 2250 minutes. We must meet the 750 minutes per credit hour. The committee decided to stick with the current 90-minute class times for classes meeting 5 days per week. It was suggested that next year’s committee create a summer 2004 calendar to reduce the number of class meeting days by 1 day.

The Fall semester 2003 calendar was given a final check. Changes were suggested for the exam schedule. For exams in night classes, there are two Wednesdays in the proposed exam schedule. It was decide to start exams with the light exam day (TTh classes meeting at 10, 1, or 4). Final exams are to be two and a half hours. This exam schedule leaves MATH 1085 (Pre calculus) 100 minutes short and some 4 semester hour courses 50 minutes short of the required meeting times. There is enough leeway in the proposed exam schedule to allow for two and a half hour exams. Night class exams would be of 7:30-10pm for both undergraduate and graduate classes. There is consensus approval of the proposal.

The Spring semester 2004 calendar was also given a final check. Angela Anderson indicated that canceling schedules should be done one week (Jan 2) before classes start. Bissette relayed that the Associate Vice Chancellor of Administration and Finance and the University Controller indicated that this would be correct. The scheduling of Spring Break was discussed. Jim Smith said that the calendar guideline needs to be modified to not overlap Founders Day (March 8). In 2003, Founders Day is a Saturday at the start of Spring Break. In 2004, this is not a problem. Smith said he would ask the administration to make Founder’s Day be observed on March 10th (the first day of classes after Spring Break). Since there is a Reading Day, the TTh exams will be spread out over the three TTh exam days (no light exam day). Motion to accept the proposed 2003-2004 calendar with changes was made by Calhoun, second by Caprio. Motion was approved unanimously.

The Calendar Committee packet going to the Faculty Senate consists of the proposed calendar and changes to the class scheduling guidelines. We are on their agenda for the March meeting. Crammer asked who will represent the committee at the Faculty Senate meeting, Tuesday March 19th, 2 pm in MendenhallGreat Room. The 14-week semester and the exam schedule are the important issues to understand. Would be good to have a summary write-up to hand out at the meeting? Charles Calhoun volunteered to represent the committee, Mary Farwell agreed to assist.

Crammer will prepare the annual report for the Calendar Committee, submitted for the end of April. The next committee meeting will be Thursday, March 28, 2002 at 3:30.

Meeting adjourned at 4:28 pm.

Respectfully submitted,

Roger Rulifson, Secretary