COMMITTEE:    Calendar
MEETING DATE:  March 28, 2002
PERSON PRESIDING:  John Crammer
ATTENDEES:  Robert Caprio, Charles Calhoun, Stephen Dock, Ginger Woodard, Patricia Myers
EX-OFFICIO:   Angela Anderson, Mary Farwell, Chris Ulffers
OTHERS:  Bob Morrison, Gary Lowe

Meeting convened in Rawl 142 at 3:30 pm by John Crammer. There is a quorum.

The minutes of the November 28, 2001; January 16, 2002; and February 21, 2002 meetings were considered. Robert Caprio moved, Charles Calhoun seconded, to approve the minutes for all three meetings as corrected. Motion passed.

Charles Calhoun reported on the committee’s proposals to the Faculty Senate at the March meeting. The senate got to the calendar for 2003-2004 quite late in the meeting. Academic Affairs had a counterproposal to the committee’s proposed calendar. The main concern was starting classes on Tuesday for the Fall semester. The rest of the calendar seemed to be okay. Chris Ulffers noted the problem caused by the day of the week on which Christmas falls (for the year being considered, Christmas Eve is on a Wednesday). Angela Anderson said that she was optimistic about grade entry being done on the web by Fall 2003. Calhoun noted that the committee is optimistic about registration being automated on the web also. Anderson said that doing the final grade report involves only a few employees in ITCS and the Registrar’s office; registration involves many students and staff. Mary Farwell pointed out that Charles did an excellent job in representing the committee.

Gary Lowe discussed the proposed change to the already approved Fall 2002 calendar, which the committee is proposing to change to start classes on Wednesday. The problem is not just Wednesday. There is a trade-off on tasks that need to be done. Starting on Wednesday makes life easier for the staff, the new faculty orientation program, and transfer students. He had a petition but did not bring it to the committee. He is less concerned about end of semester grade problem (contacting faculty to turn in grades). Anderson said that the policy is that students receive an incomplete in classes for which grades have not yet been turned in. Ulffers said that receiving incompletes might cause students to contact the instructor. Lowe said that faculty might want to advise students of incompletes if they anticipate being late with grades. Lowe said he would like Fall 2002 to start classes on Wednesday. Anderson preferred the two-week break. Ulffers expressed concern that it is too late to change next Fall. He said that the Faculty Senate should not be bypassed. Lowe said that the catalogue for next year has a deadline of April 19 and the Faculty Senate meets on April 23. It was asked what the April 19th deadline was for. Charles Calhoun moved, Robert Caprio seconded, approval of the proposed changes to have a Wednesday start for Fall 2002. Motion passed.

The committee then considered three proposals to substitute for the Fall 2003 calendar passed at the last meeting. All three proposals start classes on Wednesday. The choices were no Reading Day with exams ending on Thursday, Reading Day with exams ending on Friday, and two-week break in August (instead of three) with a Reading Day and exams ending on Friday. After some discussion, the committee settled on the no Reading Day with exams ending on Thursday option. Charles Calhoun moved, Robert Caprio seconded, that the committee approve the Fall 2003 calendar with Wednesday start, three weeks in August, and no Reading Day. Motion passed.

Calhoun and Ulffers, with Farwell’s assistance, agreed to present the committee’s proposals at the next Faculty Senate. It is hoped that the committee’s proposals be placed at an earlier time in the meeting’s agenda. Crampler will work with Calhoun and Farwell in modifying the cover letter to be distributed to the Faculty Senate.

The committee will meet on Thursday, April 25, 2002 at 3:30 for a report on the Faculty Senate actions on the committee’s proposals and to work on the committee’s annual report.

Meeting ended at 4:30pm.