COMMITTEE: Calendar

MEETING DATE: August 22, 2002

PERSON PRESIDING: Robert Morrison (and then John Crammer)

ATTENDEES: Ginger Woodard, John Crammer, Robert Caprio, Charles Calhoun, Jean Hiebert

EX-OFFICIO: Angela Anderson, Mary Farwell

VISITORS: Robert Morrison, Lori Lee

Meeting was called to order at 3:00 pm in Raul 142 by Robert Morrison. The committee members and visitors introduced themselves.

Robert Morrison thanked the committee for its outstanding work in the past. He commented favorably on the changes made to the calendar by last year’s committee and said that he anticipated similar creativity this year. He expressed his and the Faculty Senate’s appreciation of the willingness of the members to serve on the committee. He explained that VCAA/Provost William Swart was not able to attend this meeting and hoped that the committee would invite the new VCAA/Provost to a future meeting.

The committee elected its officers for the coming year. The chair is John Crammer, the vice chair is Charles Calhoun, and the secretary is Patricia Myers. Crammer presided over the remainder of the meeting.

The business carried over from last year and upcoming committee activities were discussed. The first task is to revise the Faculty Senate approved guidelines (which must go to the Faculty Senate) and the committee’s internal guidelines for calendars. Last year’s committee had made suggestions for modifying the Faculty Senate guidelines in their last meeting. The contact minute guidelines for Fall/ Spring/ Summer classes to meet the 750-minute standard also need to be modified. A subcommittee might be formed at the next meeting to develop new guidelines. Recommendations for 4 and 5 semester hour classes on how to make up an extra 50 and 100 minutes respectively need to be developed; one possibility is for them to do an extra activity or paper. Crammer was asked to contact appropriate people to establish an exam schedule for web-based classes and to contact departments with common exams. The committee is also interested in changing guidelines for lecture based 4 s.h. classes such as several classes designed to meet the 8 s.h. science requirement. Mary Farwell will firm up communication with Pitt County Schools concerning their future calendars.

The committee’s goals for the current year are to act on the above carried over business and create a calendar for the 2004-2005 academic year and have it approved by the Faculty Senate. Crammer passed around information that may be useful in the coming year: a spreadsheet version of the calendar approved last year with the dates changed to 2004-2005, the Pitt Community College calendar, dates for Easter, and dates for all holidays for 2004-2005. The Weekend Program/University will be phased out in 2003-2004 and does not need to be considered in the 2004-2005 calendar.

The next committee meeting will be Monday, September 16, 2002 at 1:00.

Meeting adjourned at 3:25 pm.