COMMITTEE: Calendar
MEETING DATE: September 16, 2002
PERSON PRESIDING: John Crammer
ATTENDEES: John Crammer, Robert Caprio, Charles Calhoun, Stephen Dock
EX-OFFICIO: Amy Bissette (for Angela Anderson), Mary Farwell, Cal Christian

Meeting was called to order at 1:00 pm in Rawl 142 by John Crammer. Charles Calhoun moved, Stephen Dock seconded, approval of the minutes of the August 22, 2002 meeting subject to Bob Morrison’s agreement of his remarks in the minutes. Motion passed.

The committee worked on revisions of the Faculty Senate guidelines for calendars. Changes to these guidelines require Faculty Senate approval. The committee started with suggested changes made by last year’s committee at their final meeting. Since the new mandated guidelines mention a contact minutes requirement, the number of days specified in the first guideline are unnecessary. The second guideline was unchanged. The number of weeks in the third guideline might be reduced to 16 weeks from 17 weeks. Amy Bissette mentioned that some classes are offered over the combined summer sessions as 11-week classes. Cal Christian said that Continuing Education should be contacted about this. Some classes in the MBA program and summer abroad programs also use the 11-week time period. The Weekend University will no longer exist for the calendars to be developed under the new guidelines.

Crammer was asked to contact Clayton Sessoms and Gary Lowe about interest in creating a new extended summer session of 11 weeks. In the fourth guideline, the 15 day requirement for each day of the week is changed to 14 days. No changes were made to the fifth through eighth requirements, but it was noticed that the phrase “when appropriate” is useful in several situations. The ninth guideline was changed to “Independence Day and, when appropriate, Memorial Day will be scheduled as summer session holidays. The committee will make further revisions and vote on the new guidelines at the next meeting. This will allow the guidelines to go to the Faculty Senate November meeting.

The subcommittee to create new guidelines for contact minutes will consist of John Crammer, Mary Farwell, and Robert Caprio.

Crammer asked the committee if they would like to put the “light exam day” in the committee’s internal guidelines for semesters that do not have a Reading Day. He asked Amy Bissette if she would contact Angela Anderson about how many students meet classes at various times of day for both MWF and TTh; this may be useful in making modifications to final exam times.

At the next meeting, the Faculty Senate guidelines will be finalized and the internal guidelines will be worked on. The spreadsheet form for the 2004-2005 calendar may also be reviewed.

Mary Farwell reported that the Pitt County Schools is working on next year’s calendar.

The next committee meeting will be Monday, October 21, 2002 at 1:00.

Meeting adjourned at 2:00 pm.