COMMITTEE: Calendar
MEETING DATE: February 3, 2003
PERSON PRESIDING: John Crammer
ATTENDEES: Ginger Woodard, John Crammer, Robert Caprio, Charles Calhoun, Stephen Dock, Brenda Eastman
EX-OFFICIO: Angela Anderson, Mary Farwell, Cal Christian
VISITORS: Steve Williams

Meeting was called to order at 1:00 pm in Rawl 142 by John Crammer.

Ginger Woodard moved, Angela Anderson seconded, that the minutes of the November 18, 2002 and December 9, 2002 meetings be approved subject any revisions by Brenda Jones to the November meeting. Motion passed.

The main business of the meeting was to approve actions to be sent to the Faculty Senate for the February 25 meeting.

Mary Farwell moved, Robert Caprio seconded, approval of the modified Spring 2004 calendar that better matches Pitt Community College and Pitt County Schools calendars. Motion passed.

The 2004-2005 academic calendar was considered next. Consensus was to use the Fall calendar that does not have a Reading Day. This allows exams to end earlier and submit grades in a timely manner. Angela said that there are some faculty who still have not turned in their Fall grades. Steve Williams said that there had been some problems. Angela said that One Stop timed out after a fixed time that made entering grades for large classes difficult. John commented on the exam schedule (so incoherently that he is not sure what he said other than that); Clayton Sessoms replied to an e-mail that he would prefer that DE classes not be covered by the exam schedule other than that DE classes that have common exams should take the same common exam as the non-DE students. Angela moved, Ginger seconded, that the 2004-2005 calendar with no Fall Reading Day be approved. Motion passed.

The subcommittee submitted their modifications to the contact minutes guidelines for the 5-week summer session classes. Angela moved, Mary seconded, that they be approved. Motion passed.

The subcommittee submitted calendar guidelines, a summer 2004 calendar, and contact minute guidelines for an 11-week summer session. After some modifications, Robert Caprio moved, Cal Christian seconded, approval of the 11-week calendar items. Motion passed.

The committee modified the rough draft of the cover letter, to the Faculty Senate, describing the committee’s proposals and the rationale behind them. John will make the modifications and circulate the updated letter to the members of the committee for further modifications.

Charles Calhoun, who will represent the committee at the Faculty Senate meeting, asked the committee which parts of the proposals might be the most problematical. One part that might be an issue is the 11-week summer session.

The next committee meeting will be Monday, March 10, 2003 at 1:00.

Meeting adjourned at 2:00 pm.