COMMITTEE: Calendar
MEETING DATE: September 8, 2003
PERSON PRESIDING: Rick Niswander (and then John Crammer)
ATTENDEES: Jeff Phipps, John Crammer, Rebecca Powers, Punam Madhok
EX-OFFICIO: Angela Anderson, Mary Farwell, Nancy House, Shannon O’Donnell
VISITORS: Rick Niswander

Meeting was called to order at 1:00 pm in Rawl 142 by Rick Niswander. Rick Niswander thanked everyone for serving on the committee. He pointed out that the calendar committee has a large effect on how ECU functions. The committee members and visitors introduced themselves.

The committee elected its officers for the coming year. The chair is John Crammer, the vice chair is Jeff Phipps, and the secretary is Rebecca Powers. Crammer presided over the remainder of the meeting. The consensus was that 3:30 on Wednesday is a good meeting time for the committee this semester (the 1:00 Monday time conflicts with the teaching schedule of some members).

The business carried over from last year and upcoming committee activities were discussed. One of the items carried over is the review and revision of the common exam schedule to comply with requests made by Chemistry and Foreign Languages. Another issue is scheduling guideline times for four semester hour classes. The committee will also maintain contacts with Pitt Community College and Pitt County Schools to coordinate calendars. Niswander added that the committee should also consider the 48-hour requirement for faculty to turn in grades after giving their exams.

The committee’s goals for the current year are to act on the above carried over business and create a calendar for the 2005-2006 academic year (Summer 2005, Fall 2005, Spring 2006) and have it approved by the Faculty Senate.

The committee discussed the 48-hour requirement for turning in grades. One concern is whether the 48 hours should include weekends or not. Angela Anderson said that in the Fall semester the failure to turn in grades within 48 clock hours causes problems for administrative offices campus wide. With exams ending on Thursday, she would like grades turned in by Saturday at 5:00 PM. Punam Madhok said that with the 48-hour requirement she feels rushed in grading her exams. Shannon O’Donnell said she was amazed that teachers are expected to have grades done in 48 hours; this requires that some teachers have to grade 90 essays within 48 hours. Rebecca Powers said that the pressure of scheduling final exams during finals pressures faculty to give multiple choice exams graded by the computer. O’Donnell stated that her teacher was forced to give a multiple choice final exam this past summer. Crammer said that it is important that final exams be given during the final exam period; the General Administration requires that there be 750 contact minutes per credit hour and this includes the final exam time.

The next committee meeting will be Wednesday, October 8, 2002 at 3:30. The committee will discuss the Summer 2005 calendar, the common exam schedule (moving the two CHEM days and the two Foreign Language days as a block), and the 48-hour rule (should only business days be included).

Meeting adjourned at 1:40 pm.