COMMITTEE: Calendar

MEETING DATE: March 1, 2004

PERSON PRESIDING: John Cramer

ATTENDEES: Rebecca Powers, Punam Madhok, Stephen Dock, Ginger Woodard, Brenda Eastman, Jeff Phipps, John Cramer

EX-OFFICIO: Angela Anderson, Nancy House, Mary Farwell

The meeting was called to order at 12:00 in Rawl 142 by John Cramer. Jeff Phipps moved, Stephen Dock seconded, approval of the December 3, 2003 minutes. Motion passed. Dock moved, Phipps seconded, approval of the February 2, 2004 minutes. Motion passed.

The committee studied reports on students adding classes after the last day of drop/add, when other schools in the UNC system hold commencement and what they do concerning classes canceled due to adverse weather.

Cramer distributed the report on late adds using data provided by the Registrar’s Office. The number of classes added was highest for seniors and decreased to freshman with the fewest classes added. Adding late did not appear to affect grades received in the class. The report also indicated the class level and course prefixes for the classes. Angela Anderson said that the professional advisers are receiving training by Don Joyner in adding classes late. Mary Farwell said that adding late allows students to sign up for more hours. Anderson said that block schedules for incoming freshman sign them up for twelve semester hours. Rebecca Powers asked Anderson if she sees a reason to change how late the add-only date is. Anderson replied that she does not see a reason for changing the current procedure. Students need to know their responsibilities and the professional advisers help with this.

Anderson distributed the reports on UNC system schools. For most schools, commencement is on Saturday. Powers requested that Anderson send this information on to Austin Bunch and his committee that is working on graduation plans for the future. She asked whether any other schools do a double ceremony. Appalachian State does multiple ceremonies but most others in the system hold a single ceremony. Dock said that shifting graduation to departmental-only ceremonies means that the departments will have to fund it. Ginger Woodard and Phipps said their departments pay for their ceremonies out of department funds.

Concerning the adverse weather policy, Anderson said that ECU has not been told to make up the snow day earlier this semester; the system president did not step in and tell ECU what to do. Powers asked if the governor declares a “state of emergency” does that mean that a makeup day is not required but we can choose whether or not to make it up. Anderson replied yes and pointed out that Appalachian State does not cancel classes due to snow.

Cramer mentioned the information that had been sent out earlier concerning questions from an earlier meeting on why the semester is fourteen weeks including the final exam meeting. He asked whether the wording on the last page should be added to the exam schedule page of the calendar. Anderson said that she will send out a memo with the wording. Nancy House suggested that the memo be sent out on March 22.

The committee then reviewed the proposed 2005-2006 calendar one more time. Anderson moved, House seconded, approval of the proposed calendar as discussed. Motion passed. The 2005-2006 will be submitted to the Faculty Senate at their March meeting; Phipps will represent the committee. The committee reviewed the cover letter that will accompany the committee’s proposals; Phipps will determine the final version of the cover letter.

The next committee meeting will be Monday, April 19, 2004 at 12:00. Jeff Phipps will report on the proposals sent to the Faculty Senate. The committee will also work on the committee’s internal calendar guidelines for future calendars and on the committee’s annual report.

Meeting adjourned at 12:45 PM.