COMMITTEE:  Calendar

MEETING DATE:  April 19, 2004

PERSON PRESIDING:  John Crammer

ATTENDEES:  Rebecca Powers, Stephen Dock, Ginger Woodard, Brenda Eastman, Jeff Phipps, John Crammer

EX-OFFICIO:  Mary Farwell

The meeting was called to order at 12:00 in Rawl 142 by John Crammer. Mary Farwell moved, Stephen Dock seconded, approval of the March 1, 2004 minutes. Motion passed.

Jeff Phipps reported on the Faculty Senate’s actions on the committee’s proposals. Angela Anderson was also at the Faculty Senate meeting to answer questions. The Faculty Senate passed the committee’s proposals after changing the date of Fall commencement from December 10 to December 17 (so that commencement will be after final exams are finished rather than before final exams are finished). The big question from senators was why the Spring semester was starting so early. The response was that starting Spring one week later makes the semester end a week later in summer. The preference was to have the week in spring. Angela and Jeff were ready for questions from the Professional Advisors about the one-week advising period. Jeff said that nobody brought up the advising week question at the senate meeting. Mary Farwell asked about commencement. Jeff said that there was concern about students getting diplomas before they finished exams and Angela pointed out that students don’t get diplomas until two weeks later. Jeff was told that Chancellor Shelton would not approve the calendar without changing the date of commencement. Ginger Woodard said that there is confusion about summer graduates and students walking only once. Crammer said that at commencement students’ names are called out and they walk across the stage. Mary asked that the approved calendar and changes in the guidelines be e-mailed to the committee members.

The committee reviewed the modified Internal Guidelines for the committee. Modifications were based on changes made in the calendar the committee proposed and the change in Fall commencement date made by the Faculty Senate. The guidelines are a way for this year’s committee to give information about creating calendars to next year’s committee. Rebecca Powers moved, Mary Farwell seconded, approval of the modified guidelines. Motion passed. Farwell said that some senators thought that our Spring Break should match that for Pitt County Schools (it does match Pitt Community College Spring Break). The county schools have their break the week after Easter; this year that would have meant thirteen weeks of classes before Spring Break and one week of class after Spring Break. Farwell pointed out that the county schools had two days off during our Spring Break. Other faculty said they liked the dates for Spring Break this year.

The committee next worked on the annual report to the Faculty Senate. The committee decided that of the business carried over from last year’s report that it had completed the items concerning the common exam schedule and communication with Pitt Community College and Pitt County schools, but had not completed the item about 4 s.h. classes. For this year’s report, corrections were made as needed for some committee members to reflect their department’s new name. The committee itemized its accomplishments. The business carried over concerns make-up days for adverse weather, scheduling of commencement, continuing coordination with local schools, the 48-hour rule for grades, and add-only day for registration. The committee would like the Faculty Senate to establish a policy concerning when days missed due to adverse weather should be made up and also give the committee some guidance concerning the scheduling of commencement. The modified report will be distributed to the committee and a vote on whether to approve it will be done by e-mail.

This was the last scheduled meeting of the committee for the academic year.

Meeting adjourned at 12:40 PM.