COMMITTEE: Calendar

MEETING DATE: March 7, 2005

PERSON PRESIDING: John Crammer

ATTENDEES: Jeff Phipps, Trey Martindale, Jonathan Dembo, Punam Madhok, John Crammer, Rebecca Powers

EX-OFFICIO: Angela Anderson, Nancy House

VISITORS:

The meeting was called to order at 2:00 pm in Rawl 106 by John Crammer. Angela Anderson moved (Jeff Phipps seconded) approval of the minutes of the January 31, 2005 meeting. Motion passed.

Crammer passed around a copy of the approved 2005-2006 calendar for Pitt County Schools (supplied by Mary Farwell); he will make copies to give to everyone at the next meeting.

The main purpose of the meeting was to finalize the 2006-2007 calendar to be presented to the Faculty Senate at its March meeting. Copies of the current proposal with the changes made at the January meeting were distributed to everyone. Phipps asked about the addition of the 5:00 pm deadline added to entries involving schedule changes in the calendar. Anderson responded that students have complained about not being able to register/drop after Registrar's Office locks the system when they go home on those days. She added that the appellate committee handles this situation currently. Nancy House moved (Trey Martindale seconded) to accept the proposed calendar. Punam Madhok suggested that the added deadline times be moved to the end of the entries for consistency. This was considered an editorial change. Motion passed. Jeff Phipps will represent the committee at the Faculty Senate meeting; Amy Bissette will also be at the meeting to help answer questions that may occur.

The committee worked on creating a policy for making up class days lost to adverse weather conditions when the university is required to make up the days. Only days that are lost in their entirety should be made up. It was agreed that Reading Days at the end of the semester should be used first. For the Fall semester, the consensus was, after using Reading Day, to use, in order, Tuesday of Fall Break, Monday of Fall Break (Pitt Community College did this in 2003 for Isabel), and (after some discussion) Wednesday before Thanksgiving. For the Spring semester, Good Friday was considered but the school is closed on that day (staff holiday); Madhok said that we should avoid making up classes on days when the university is officially closed. Shortening Spring Break was considered starting from the Friday of Spring Break. In the committee's opinion, if Saturday is to be used as a make-up day, the decision to do this should be made by the Chancellor (the calendar for Pitt County Schools states that the Board may designate Saturday as a school make-up day). If additional make-up days are needed, the Chancellor should decide how to make them up. The committee thinks that the decision on whether class days are to be made up needs to be made as early as possible after the class days are lost. Since it is not likely that class days will be lost this semester, the formal proposal will be delayed until the Fall.

The next meeting will work on the make-up day policy and the committee's annual report. If the Faculty Senate approves the proposed calendar, the meeting will be at 2:00 Monday toward the end of April (the members will be consulted on which Monday before the date is set). If the proposed calendar is not approved, the committee will need to meet as soon as possible to modify the proposal and send the new proposal to the Faculty Senate.

Meeting adjourned at 2:50 pm.