COMMITTEE: Calendar

MEETING DATE: April 25, 2005

PERSON PRESIDING: John Crammer

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

EX-OFFICIO: Austin Bunch, Amy Bissette (for Angela Anderson), Nancy House

VISITORS:

The meeting was called to order at 2:00 pm in Rawl 142 by John Crammer. Rebecca Powers moved (Jeff Phipps seconded) approval of the minutes of the March 7, 2005 meeting as modified. Motion passed.

Phipps reported on Faculty Senate’s actions on the committee’s proposals. The Faculty Senate approved the calendar as submitted. The committee was sent two questions from faculty members via email about the proposed calendar on the day of the Faculty Senate meeting. The questions concerned why there is no day scheduled between first and second summer sessions and why the Spring semester does not begin at a later date. Phipps consulted with Amy Bissette and Nancy House prior to the Faculty Senate meeting and the questions were answered. It was noted that committee members would appreciate questions being submitted earlier than the day of the Faculty Senate meeting in order to facilitate the preparation of a response.

Copies of the 2005-06 Pitt County Schools calendar were distributed. After looking at their holidays, we noted that they do not match the ECU holidays. House noted that we start on August 22 and they start on August 18. Wanda Bunch at PittCommunity College was sent the approved ECU calendar for 2006-07; we have not received information about the PCC calendar. She has sent the committee information about how PCC makes up missed class days that will be helpful to next year’s committee in formulating a policy for ECU. Austin Bunch noted that there is an ECU committee working on a campus-wide disaster plan. This plan would also be helpful to next year’s committee.

The committee then reviewed a draft of the committee’s annual report covering the current year. In business carried over, next year’s committee needs to develop a policy on how to make up class days when required (not just due to weather). The committee worked on the wording asking the Faculty Senate to develop a policy of when to make up missed days (the committee’s concern is a policy on how to make them up). The wording is as follows: “The Faculty Senate should establish a policy determining the circumstances that would cause lost class time to be made up and a timetable for announcing the decision and implementation of the policy.” House moved (Phipps seconded) to approve the committee report as modified. Motion passed.

Finally, the committee looked at modifications to the internal guidelines for calendars. The changes reflect modifications the committee made (cutoff times for various actions, wording on the exam period narrative) and changes due to the change in removal of incomplete policy for graduate students. Crammer will make the modifications and distribute them to the committee.

This was the last meeting of the committee for the 2004-05 Academic Year.

Meeting adjourned at 3:00 pm.