ECU/Calendar Committee
Meeting Minutes
October 10, 2018

Start time: 4:00 PM   **End time:** 4:48 PM
Location: Rawl 303
Purpose: Regular scheduled meeting

Attendees:
Members Present: Rick McCarty, Nanyoung Kim, Jeni Parker, Marissa Nesbit, Lynne Modlin, Brandon Gildersleeve (Rep of Student Body)
Ex-officio members: Mark McCarthy
Members Absent: Joseph Lee, William Gee, Brenda Eastman
Ex-officio members absent: Angela Anderson, Bill McCartney, Tom McConnell
Guest: Lori Lee

I. Opening
Approval of Minutes from August 28, 2018.

II. Discussion of the Committee's Charge to Review the Catalog Annually
   a. ***60% Withdraw Date***
   Diane Coltraine, Catalog Editor, was contacted by Rick McCarty seeking clarity on the 60% withdrawal date. There is a difference between the catalog and the Calendar Committee's documents. The catalog text excludes final exam days from the whole for determining the 60% date where the Calendar Committee has been instructed to include final exams.
   See document "Directions for Revising Catalog Text" found on the Calendar Committee Share Point Site highlighted in yellow.
   "exclusive of final exams"
   "It is the student's responsibility to consult ECU's Academic Calendars to
   determine the appropriate withdrawal period for such block courses."

   b. ***Removal of Incompletes (undergraduate):***
   The new guidelines specify three weeks prior to the last day of finals. Verbiage is not clear whether this is the students' deadline or the instructors.
   See document "Directions for Revising Catalog Text" found on the Calendar Committee Share Point Site highlighted in yellow.
   "in no case later than three weeks prior to the end of the semester"
   "at least two weeks prior to the end of the semester"

   c. ***Formation of a Sub-Committee:***
   Mark McCarthy made a motion to form a sub-committee and Lynne Modlin seconded.
   Mark McCarthy and Jeni Parker will form the sub-committee to offer suggestions for revision of the text that will be presented to the committee for approval and then carried to the Faculty Senate.

III. Demonstration of Multi-Year Academic Calendar Software
   a. ***Multi-year Academic Calendar software***
   The calendar software has been created following the specified guidelines with input of rules.
   b. ***Features of the Academic Calendar Software***
   The software will be useful with the presentation of Table of Events as well as a numerical calendar presentation.

With the software, one can take the table and copy and paste into a word document for a PDF format.

Thumbnail is an option to extract the key holidays and breaks.

Search bar feature is present for looking at years at a distance.

Instructions are located at the bottom of the software to inform the user how to operate and edit.

IV. Discussion of Submitting up to 4 Academic Calendar years for Approval

a. *Organizational Meeting Guidelines*

The guidelines recommend drafting three more years of the University Academic Calendar in addition to the next year for a total of four. With the new software, the committee can present a total of four academic calendars for approval.

b. *Proposal for 4 years to be presented to the Faculty Senate.*

Mark McCarthy suggested 1 all-inclusive calendar and 3 "skeleton" calendars with the key points of start and stop, holidays, breaks, etc.. (Thumbnail). This will be determined at the next meeting.

V. New Business

a. *Election Day/Civic Engagement Day*

Marissa Nesbit discussed offering a day on the calendar for "Election Day" to encourage and promote an atmosphere of civic engagement. She reports that places of higher education that offer the Election Day off have a higher response at the polls. If we choose not to have a scheduled day off, it was suggested that we could include this in the calendar table of events as a line item to promote an air of civic engagement. From a calendar aspect, it could be possible in the fall, but difficult to swing a day in the spring. Marissa Nesbit is to speak with Alex Dennis in regards to this topic and then present to the committee for further discussion.

b. *Final Exam viewing in special link or location*

Suggesting to submit the final exam schedule in a separate way for students to view other than the bottom of the Academic Calendar Table of Events. Suggestions were pursued about including a special link on the home webpage was denied. Alternative suggestions were made and will be discussed further.

VI. Meeting Times

Bill McCartney will offer the venue for the next meeting on November 7th or 14th.

VII. Adjournment

Richard McCarty, Chair of the Calendar Committee, adjourned the meeting at 4:48 PM

Minutes submitted by: Lynne Modlin