# *ECU/Calendar Committee*
# *Meeting Minutes*

November 7, 2018

*Start time:* 4:00 PM          *End time:* 4:55 PM
*Location:* Tifflin Room, West End Dining Hall
*Purpose:* Regular scheduled meeting

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

## I.  Opening

Approval of Minutes from October 10, 2018.

## II.  November Election Day holiday, with guest consultants from ECU Center for Leadership and Civic Engagement

a. Center for Leadership and Civic Engagement Presentation

Alex Dennis and Dennis McCunney from the Center for Leadership and Civic Engagement (CLCE) presented "Trends in Student Voting & Democratic Engagement." The CLCE representatives provided detailed data collection that showed ECU's 2016 Voting Rates were 46.2% and Registration Rates were 70.2%. The voting method in 2016 showed that early voting displayed an increase since 2012 with 58.9%. The data also showed in-person Election Day voting at 27.6% and absentee ballots of 10.7%. The CLCE has promoted institutional voter engagement through various programs listed in the attached document (See CLCE Presentation).

CLCE aspire to list Election Day/Primary Day on the University Academic Calendar and perhaps even stated as a holiday. In their research, it was found that other schools had it listed on the calendar for recognition and awareness but found that it was not a common occurrence for Election Day to be listed as a holiday.

Rick McCarty reported that the Fall Calendar supplies enough Tuesdays to potentially offer Election Day/Primary Day as a holiday. The guest were thanked for their presentation of information and informed that we would discuss and report back to them.

b. Committee Discussion

Angela Anderson brought forth a concern with sciences and the scheduling of laboratory times. The labs typically set up on a weekly basis and would not meet at all on a week with a holiday. If Election Day was

offered as a holiday, it would potentially push the scheduled labs further down the calendar to complete the required lab times and assignments. Rick McCarty will seek further clarification on this concern.

Lynne Modlin acknowledged that CLCE increased the awareness on campus this year and that if we offer it as a holiday, the students may accept it more as a "day off" and not fully utilize it for the day it was petitioned to be.

William Gee reminded the group that early voting is available 2 weeks prior and that individuals did not have to wait until Election Day to vote. Approximately 59% utilized this in 2016.

Brandon Gildersleeve presented some key areas of concern for the students. Some students would utilize the holiday to register in their home towns. This would give the student the day to travel home where they are registered to vote. It was also mentioned that faculty would need to allow students to be excused to exercise their rights to vote. Marissa Nesbit reported having her students present evidence of voting to obtain an excused absence.

c. Motion

Motion was made by Jenni Parker to include Election Day/Primary Day/Civic Engagement Day as a listed item for awareness (not as a holiday) on the calendar every year. The motion was seconded and all were in favor.

III. **Report of the sub-committee for catalog review over language in the Undergraduate Catalog**

a. *60% Withdraw Date*

> *"regularly scheduled class meetings (exclusive of final exams)"*
> (See link below for Revised Catalog)

> *"It is the student's responsibility to consult ECU's Academic Calendars to determine the appropriate withdrawal period for such block courses."*
> This sentence will be removed.

https://collab.ecu.edu/sites/facultysenate/Calendar/_layouts/WopiFrame.aspx?sourcedoc=/sites/facultysenate/Calendar/Committee%20Meeting%20Minutes%20by%20Academic%20Year/Catalog%20Review%20(2018-19)/Directions%20for%20Revising%20Catalog%20Text.docx&action=default&Source=https%3A%2F%2Fcollab%2Eecu%2Eedu%2Fsites%2Ffacultysenate%2FCalendar%2Fdefault%2Easpx%3FRootFolder%3D%252Fsites%252Ffacultysenate%252FCalendar%252FCommittee%2520Meeting%2520Minutes%2520by%2520Academic%2520Year%252FCatalog%2520Review%2520%25282018%252D19%2529%26FolderCTID%3D0x012000DDB09813C2F885439F917292AA33F93A%26View%3D%7BC65EA7A6%2DA576%2D48A2%2D8086%2D9C17A72415E5%7D&DefaultItemOpen=1

b. *Removal of Incompletes (undergraduate):*

1. "*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*"

The catalog specifies three weeks prior to the last day of finals. Verbiage is not clear whether this is the students' deadline or the instructors. After discussion, the three weeks prior phrase will be removed and

only focus on a faculty deadline which will be 2 weeks prior to the last day of final exams.   (See link above for Revised Catalog)

The fall and spring semester guidelines will parallel the language for the deadline for removing graduate incompletes.

"Last day for faculty to remove incompletes for undergraduate courses given ... "
"Last day for faculty to remove incompletes for graduate courses given ... "
(See link below for Revised Academic Calendar Guidelines)

https://collab.ecu.edu/sites/facultysenate/Calendar/_layouts/WopiFrame2.aspx?sourcedoc=/sites/facultysenate/Calendar/Committee%20Meeting%20Minutes%20by%20Academic%20Year/Suggested%20revisions_2020-21%20Academic%20Calendar.docx&action=default&Source=https%3A%2F%2Fcollab%2Eecu%2Eedu%2Fsites%2Ffacultysenate%2FCalendar%2Fdefault%2Easpx&DefaultItemOpen=1

2. Motion
Motion was made to accept as amended, seconded and approved.  Rick McCarty to take the proposed changes to Faculty Senate.


**IV.  Discussion of Submitting 3 to 4 Academic Calendar years for Approval**

Committee discussed having the listed approved calendars on the website with an additional 3 subsequent "skeleton" calendars with the key points of start and stop, holidays, breaks, etc... (Thumbnail).

At the next meeting, the plan will be to present a "mock" display of how this will look to approve and perhaps present to Faculty Senate.

**V.  Meeting Times**

Next meeting December 4th at 4PM.

**VI.  Adjournment**

Richard McCarty, Chair of the Calendar Committee, adjourned the meeting at 4:55 PM

*Minutes submitted by:*  Lynne Modlin

*Minutes approved by:*  ECU Calendar Committee on DATE