

COMMITTEE: CALENDAR COMMITTEE 19/20

MEETING DATE: 10/15/2019

PERSON PRESIDING: Rick McCarty

REGULAR MEMBERS IN ATTENDANCE: Rick McCarty, Mark McCarthy, Lisa Maag, Michael Shoaf

EX-OFFICIO MEMBERS IN ATTENDANCE: Yong Wang, Sheena Eagan, Bill McCartney

OTHERS IN ATTENDANCE:

ACTIONS OF MEETING

Agenda Item: Find a Chair, Vice Chair, and Elect Secretary

Discussion: All were in favor of Rick being the Chair and Mark being the Vice Chair.

Action Taken: ∴ Chair - Rick McCarty, Vice Chair - Mark McCarthy, Secretary- Michael Shoaf

Assigned additional duties to:

Agenda Item: Talk about Exam times and if the full time should be allotted for each exam, or if a teacher can shrink the time allotted.

Discussion: Somebody somewhere should write down the number of minutes per semester there should be allotted for each exam period. Possibly in the Faculty manual? Or the course catalog? Should we all students to be late?

Action Taken: We will be adding to the faculty manual "When a final examination or alternate method of evaluation is give, it is expected to begin for all students shortly after the beginning of the scheduled final examination period, and all students shall have the full scheduled period to complete the evaluation. Students arriving late may be turned away, but only if other students have left the room, and only if this policy is indicated on the course syllabus.

Add to the 3rd and 4th sentences of faculty manual and undergraduate manual.

Assigned additional duties to:

NEXT MEETING:

ITEMS TO BE DISCUSSED: Summer 2024 Issues