

# **ECU/Calendar Committee Meeting Minutes**

January 8, 2019

**Start time:** 3:30 PM                      **End time:** 4:50 PM

**Location:** Rawl 303

**Purpose:** Regular scheduled meeting

## **Attendees:**

**Members Present:** William Gee, Jeni Parker, Lynne Modlin, Rick McCarty, Joseph Lee

**Ex-officio members:** Angela Anderson, Bill McCartney, Mark McCarthy

**Members Absent:** Brenda Eastman, Marissa Nesbit, Nanyoung Kim, Tom McConnell

## **I. Opening**

Approval of Minutes from November 7, 2018.

## **II. Approval of Corrections to Registration and Early Registration dates for 2019 Summer and Fall Calendars.**

Rick McCarty presented the revisions for review. All approved by the committee and will be taken to the Senate for approval.

## **III. Discussion and Approval of Revisions to Format for University Academic Calendars**

[https://collab.ecu.edu/sites/facultysenate/Calendar/\\_layouts/WopiFrame.aspx?sourcedoc=/sites/facultysenate/Calendar/Committee%20Meeting%20Minutes%20by%20Academic%20Year/2019%20University%20Academic%20Calendars%20Format%20\(Revisions\).docx&action=default&Source=https%3A%2F%2Fcollab%2Eecu%2Eedu%2Fsites%2Ffacultysenate%2FCalendar%2Fdefault%2Easpx&DefaultItemOpen=1](https://collab.ecu.edu/sites/facultysenate/Calendar/_layouts/WopiFrame.aspx?sourcedoc=/sites/facultysenate/Calendar/Committee%20Meeting%20Minutes%20by%20Academic%20Year/2019%20University%20Academic%20Calendars%20Format%20(Revisions).docx&action=default&Source=https%3A%2F%2Fcollab%2Eecu%2Eedu%2Fsites%2Ffacultysenate%2FCalendar%2Fdefault%2Easpx&DefaultItemOpen=1)

- a. Statements in calendar format, “Last day for faculty to remove incompletes in graduate and undergraduate courses...,” were reviewed and approved.
- b. Election Day in fall and Primary Election Day in spring

Discussed various options to present the Election Day and Primary Election Day in the Spring. Committee agreed that Primary Election Day would not be included in the Spring Session since this does not occur every year.

- c. New format for Academic-Year Calendars (“skeleton”)

Decided to publish the “skeleton” format three years ahead. The Summer Session formats were presented and suggestions were made not to include the weekday for the July 4<sup>th</sup> state holiday.

Changes will be made. The Fall, Spring, and Summer formats presented were approved with the changes in the Summer.

- d. Alternative solutions for late Thanksgiving

Discussed the various options as noted on the 2019 University Academic Calendars Format (Revisions). Options included class cancellations presented at different times in the Fall Session and adding a 15<sup>th</sup> Tuesday.

- i. The motion made is not to cancel Tuesday classes as a solution to the late Thanksgiving in the Fall. Mark McCarthy seconded the motion. Discussion revealed concerns that a cancellation would create more confusion through many divisions and classes with the cancellation of select groups/classes. All were in favor.
- ii. The motion made is to add a 15<sup>th</sup> Tuesday when the calendar presents with Thanksgiving falling late in the calendar. Mark McCarthy seconded. The committee agreed by majority rule.
- iii. The committee agreed that night classes could be cancelled on the Tuesday before Thanksgiving when Thanksgiving falls late.

#### **IV. Approval of University Calendar for 2020-2021**

Reviewed and approved.

#### **V. Approval of Academic-Year Calendars for 2021-22, 2022-23, 2023-24**

Reviewed and approved.

#### **VI. Discussion and Approval of Design for Posting Academic-Year Calendars**

Reviewed and approved.

#### **VII. Discussion and Approval of Design for Posting Final Exam Schedules**

- a. Discussion to offer placement of the Final Exam Schedule in 2 areas (separate page and on the calendar).
- b. Exams ending at 4:30. Motion and approval by committee to eliminate the statement that final exams end at 4:30.

#### **VIII. Meeting Adjourned**

Rick McCarty Chair of the Calendar Committee, adjourned the meeting at 4:50 PM

*Minutes submitted by:* Lynne Modlin