

COMMITTEE: Calendar Committee

MEETING DATE: September 10, 2020

PERSON PRESIDING: Mark McCarthy

REGULAR MEMBERS IN ATTENDANCE: Joseph Lee, Michael Shoaf, Lisa Maag, Katelyn Rouse, Nanyoung Kim

EX-OFFICIO MEMBERS IN ATTENDANCE: Angela Anderson, Tom McConnell, Chris Stansbury, Allen Guidry

OTHERS IN ATTENDANCE: Rachel Baker, Purificación Martínez

ACTIONS OF MEETING

Agenda Item: Approved minutes from August meeting.

Discussion: Attendance was corrected.

Action Taken:

Assigned additional duties to:

Agenda Item: Winter term schedule

Discussion: The original schedule has one week between the end of the term and the start of the spring semester. Angela pointed out that it follows the time frame of summer school (5.5 weeks long). An alternative proposed by Mark would allow for a week off between Christmas and New Year's Day, but with fewer days (5) between the end of the winter term and the start of the spring semester.

Action Taken: Send both original and alternative schedules to Faculty Senate so they can choose.

Assigned additional duties to:

Agenda Item: Date for removing an Incomplete (fall and spring)

Discussion: Per Thomas, the last date to remove an Incomplete for undergraduate and graduate classes (fall and spring) needs to be added to the calendar.

Action Taken: Rachel will send the email that requests the change from the Committee Chair to the Provost's Office.

Assigned additional duties to:

Agenda Item: Format of calendars for 15-week and 8-week classes

Discussion: Angela suggested a new format for the calendars because some students found the combination of the 15-week plan along with the two 8-week blocks confusing. She recommended separate calendars (and pages and links) for the 3 schedules.

Action Taken: Rachel will take care of this.

Assigned additional duties to:

Agenda Item: next academic year calendar

Discussion: Mark suggested we postpone working on a new calendar for 2022-2023 until after the fall semester.

Action Taken: all agreed.

Assigned additional duties to:

Agenda Item: online FAQ page

Discussion: Chris suggested we add a FAQ section to the Calendar webpage. Proposed questions included: "is this permanent?" "How do I know if I'm in an 8-week or 15-week class?"

Action Taken: Angela and Tom volunteered to compile questions.

Assigned additional duties to:

NEXT MEETING: Spring 2021 (no specific date set)

ITEMS TO BE DISCUSSED: