COMMITTEE: Calendar Committee

MEETING DATE: March 17, 2022

PERSON PRESIDING: Mark McCarthy

REGULAR MEMBERS IN ATTENDANCE: Mark McCarthy, Kristen Brooks, Marianne Montgomery, Katelyn Rouse, Krishnan Gopalakrishnan, Lisa Maag, Nanyoung Kim

EX-OFFICIO MEMBERS IN ATTENDANCE: Angela Anderson, Peter Groenendyk, Hong-Bing Su, Kathy Cox

OTHERS IN ATTENDANCE: Beth Dawson

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**ACTIONS OF MEETING**

**Agenda Item:** Review Agenda/Attendance; Review minutes of previous meeting; Approval of minutes of previous meeting

**Discussion:**

**Action Taken:** Marianne motioned to approve, Nanyoung second, all approved the previous meeting minutes.

**Assigned additional duties to:**

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**Agenda Item:** Discuss feasibility of changing summer semester from 11-weeks to 10-weeks.

**Discussion:** The committee discussed changing the length of the summer semester from 11-weeks to 10-weeks to lengthen the winter break. The calendar change proposal is to have a 10-week summer semester with two 5-week summer sessions. The committee agreed that the survey will begin with a paragraph explaining the proposed calendar change and came up with survey questions to gather feedback on whether this change will be feasible. The goal is to have the survey created, approved, and sent to the administrators and faculty by the end of the semester. Once the survey results are in, the committee agreed to get student feedback on the proposed change from SGA representatives.

**Action Taken:**

Questions for the survey include:

- What is your role?
  - Faculty, Administrator, Both
- Do you teach summer school?
  - Yes or No
- If so, Face-to-Face, Online, Or Both?
- Do you teach in the short- or long-term summer session?
  - Short, Long, or Both?
- Would you support the calendar proposed?
  - Yes, No, Indifferent (Neutral)
- If no:
- I don’t want a longer winter break.
- I don’t want graduation to be later.
- I don’t want a different summer schedule.
- Other

- Comments/Feedback Box

Assigned additional duties to: Marianne will coordinate the survey in collaboration with Mark. Once the Qualtrics survey has been created, the committee will meet to discuss any edits or changes needed before sending the survey to IPAR for approval.

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NEXT MEETING: No specific date set (within the next few weeks).

ITEMS TO BE DISCUSSED:
- Continue to discuss the feasibility of changing calendar guidelines – approve the faculty/administrator survey for submission to IPAR.

Gopal motioned to end the meeting, Marianne second, all in favor.