

Calendar Committee Minutes
October 29, 2003
Room 2002, Administration Building
3:00 p.m.

Present: Dr. Mike Barth (COBA); Dr. Jim Britt (VPDAS); Dr. Kate Conway-Turner (CLASS); Mr. Mike Deal (Registrar); Ms. Jyo-Joo Han (CIT); Dr. Gautam Kundu (CLASS); Mr. Georj Lewis (for Dr. Linda Bleicken, VPSAEM); Dr. Jim Lobue (COST); Mr. David Lowder (Library); Ms. Charisse Perkins (SGA); Dr. Kim Ruebel (COE); Dr. Vaughn Vandegrift (VPAA); Dr. Fred Whitt (CHHS).

Dr. Vandegrift called the meeting to order at 3:03 p.m.

On a motion by Dr. Kundu and second by Mr. Deal, the minutes from the November 4, 2002 meeting were approved.

As information for the new members of the committee and a reminder for the continuing members, Dr. Vandegrift gave some background on the responsibilities of the Calendar Committee. The goal of the university is to approve calendars for three years in advance. This is helpful to the entire campus for planning purposes. He explained the restrictions imposed by the Board of Regents regarding the earliest and latest beginning and ending dates and the requirement of 75 class meeting days per semester. Our semesters cannot begin or end before or after certain dates, and the 75 days requirement must fall within those parameters. Final exam days and commencement are not included in the 75 days.

Dr. Vandegrift then presented the proposed calendars for Fall 2006, Spring 2007, and Summer 2007.

The proposed calendar for Fall 2006 has a beginning date of Tuesday, August 15 and an ending date of Friday, December 1. Final exams begin on Monday, December 4 and end on Thursday, December 7. Commencement would follow on Friday, December 8. The holidays for Fall Semester are Monday, September 4 for Labor Day, and Wednesday through Friday, November 22-24 for Thanksgiving. The university administrative offices will be open on November 22.

The Spring 2007 proposed calendar has a beginning date of Monday, January 8 and an ending date of Monday, April 30. Final exams would be Tuesday, May 1 through Friday, May 4, with commencement taking place on Saturday, May 5. Holidays during Spring 2007 will be Monday, January 15 for Martin Luther King Jr.'s birthday, and Monday, March 12 through Friday, March 16 for Spring break. Dr. Vandegrift explained that it is the usual custom of the university to schedule spring break during the week of St. Patrick's Day, mainly for safety purposes.

Summer semester is composed of five separate sessions: one long term; two short terms; COBA graduate session; and COE graduate session. The proposed beginning date for

Long Term and Term A is Tuesday, May 15. Term A will end on Friday, June 15, with finals on Saturday, June 16. Long Term will end on Wednesday, July 11, with a Reading Day on Thursday, July 12 and finals on Friday and Saturday, July 13 and 14. Term B will begin on Monday, June 18 and end on Friday, July 20, with final exams on Saturday, July 21. Holidays for summer are Monday, May 28 for Memorial Day, and Wednesday, July 4 for Independence Day.

Dr. Vandegrift opened the floor for discussion on any of the three proposed semester calendars. Dr. Lobue asked about the feasibility of starting classes for Spring semester on Friday, January 5 and ending them on Friday, April 27. Lots of faculty members feel that they waste a full day when classes end on a Monday. However, many also feel that starting classes on Friday would be useless, because most of the students would not return to campus until the weekend after New Year's.

Another concern was voiced by Charisse Perkins, the student representative to the committee, regarding Summer Term A finals. This past summer she had a Term A final on Saturday from 6:00-8:00 p.m., preventing her from going home for Father's Day, which was the following day. Dr. Vandegrift suggested that the Registrar review this situation for possible adjustments.

Following the review and discussions, a motion was made by Dr. Whitt and seconded by Dr. Lobue to approve the three semester calendars as presented. The motion was approved unanimously.

There was no new business to come before the committee. The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Faye Bacon
Recording Secretary