

**Calendar Committee Minutes**  
**November 3, 2004**  
**Russell Union, Room 2041**  
**3:00 p.m.**

**Present:** Ms. Debbie Bell (COST); Dr. Linda Bleicken (Provost); Dr. Jim Bradford (Deans' Council); Ms. Shri Davis (SGA); Mr. Mike Deal (Registrar); Mr. Joe Franklin (VPBF); Mr. Billy Griffis (VPUA); Dr. Hy0-Joo Han (CIT); Ms. Ellen Hendrix (CLASS); Dr. Donna Hodnicki (CHHS); Mr. David Lowder (LIB); Dr. Barbara Price (COBA); Dr. Fred Whitt (Deans' Council). **Visitor:** Mr. Wayne Smith (Registrar)

Dr. Linda Bleicken, Provost/VPAA, called the meeting to order at 3:02 p.m.

Dr. Bradford made a motion, seconded by Mr. Griffis, to approve the minutes of the October 29, 2003 meeting. There was one correction to the minutes. The date for the minutes from the November 4, 2002 meeting was mistakenly typed as November 4, 2003. The minutes were approved as amended. Mr. Deal then made a suggestion that because the committee meets only once a year, rather than wait the full year to approve the minutes of the previous meeting, the minutes be approved electronically as soon as possible after the meeting. This would eliminate the possibility for the members to forget what transpired at the meeting the year before. The motion was made, seconded and passed to approve the minutes electronically.

Dr. Bleicken then asked that the agenda be revised to discuss the revisions to the Fall 2005 and Fall 2006 calendars first. She then asked Mr. Deal to present these changes. Mr. Deal said it is the suggestion of the administration to change the beginning day of each Fall semester from Tuesday to Monday. Final registration would be on the Saturday before, and drop/add would then begin on Monday and go through Thursday. The last day of classes would be on a Thursday, with the Friday being a Reading or Study Day. Final exams and Commencement would not change. Finals would still be the following week, Monday through Thursday, with Commencement being held on Friday. The dates for Fall Semester 2005 would be August 13, Final Registration; August 15, first day of classes; December 1, last day of classes; December 2, Reading Day; December 5-8, Final Exams; and December 9, Commencement. The dates for Fall Semester 2006 would be August 12, Final Registration; August 14, first day of classes; November 30, last day of classes; December 1, Reading Day; December 4-7, Final Exams; and December 8, Commencement.

Justifications for making these changes are because classes that meet on Monday only are usually one meeting day short of the required number of minutes, and there is also a problem with classes that have labs. Now that we have on-line registration, the final registration/orientation period no longer requires two days. This is the calendar we have been following for several years for Spring semesters. Making these changes would have Fall and Spring semesters following the same formats.

A Whitt/Hodnicki motion to approve these changes to the Fall 2005 and Fall 2006 calendars was approved unanimously.

The next item on the agenda was the approval of the proposed calendars for Fall 2007, Spring 2008 and Summer 2008.

Dr. Bleicken asked that Mr. Deal present the proposed calendars for Fall 2007, Spring 2008, and Summer 2008. Mr. Deal discussed each proposal, explaining that the Fall 2007 proposed calendar takes into consideration the change of beginning classes on Monday instead of Tuesday. With this change, final registration for Fall 2007 will be on Saturday, August 11; the first day of classes will be on Monday, August 13; the last day of classes will be on Thursday, November 29; Reading Day will be November 30; Final Exams will be December 3-6; and Commencement will be December 7.

For Spring Semester 2008, final registration will be on Saturday, January 5; the first day of classes will be Monday, January 7; Spring Break will be March 17-21; the last day of classes will be Monday, April 28; Final Exams will be April 29-May 2; and Commencement will be on Saturday, May 3.

The proposed Summer 2008 calendar has Orientation and Final Registration scheduled for Monday, May 12, with Long Term and Term A classes beginning on Tuesday, May 13. Term A classes would end on Friday, June 13, with finals on Saturday, June 14. Term B classes would begin on Monday, June 16, and end on Friday, July 18, with finals on Saturday, July 19. Long Term classes would end on Wednesday, July 9, with a Reading Day on Thursday, July 10, and final exams on Friday and Saturday, July 11-12.

An extensive discussion followed regarding final exams for Term A and Term B. A question was raised regarding having finals for the short terms on Fridays instead of Saturdays. There has been a lot of negative feedback from students because of the late hour of finals on Saturdays. After much discussion, Dr. Price made a motion, seconded by Ellen Hendrix, to approve the proposed calendars for Fall 2007 and Spring 2008.

The discussion continued regarding the summer semester schedule. Concerns were expressed about several different problems, including the weekends of Mother's Day and Father's Day. Dean Whitt made a motion, seconded by Donna Hodnicki, to approve the Summer 2008 proposed calendar with the proviso that Mr. Deal would look into alternative schedules that would eliminate having Term A and Term B final exams on Saturdays. If alternative schedules can be devised, they will be forwarded to Dr. Bleicken for approval and then on to the committee members for their approval. The approved revised plan would be effective for each summer semester beginning with 2005. Following the discussion, the motion was approved unanimously.

There was no old business or new business to come before the committee.

The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Faye Bacon  
Recording Secretary