

Calendar Committee Minutes
November 6, 2000
2:00 p.m.

Present: Dr. Vaughn Vandegrift, Chair; Ms. Marilyn Bruce; Dr. Clara Krug; Ms. Cynthia Frost; Mr. Dave Campaign; Dr. Bruce McLean; Dr. Jill Lockwood; Dr. Fred Whitt; Dr. Ruth Carroll; Mr. Jerry Rice; Dr. Ming Lee; Dr. Ralph Byington; Dr. Bob Haney; Ms. Kim Thompson, attending for Dr. Ron Core; and Mr. Mike Deal.

The meeting was called to order at 2:05 p.m. by Dr. Vandegrift.

Those present introduced themselves, stating their role.

Dr. Vandegrift started the discussion by reviewing the items provided to the committee in advance with his November 2, 2000, memo which is attached as part of these minutes.

Dr. Vandegrift reminded the committee that BOR policy states that 75 class days is required in the Fall and Spring semesters and this 75 days does not include registration or exam days. He also reminded the committee that we are further constrained in setting calendar days by the earliest start and end windows established by the BOR. Dr. Vandegrift also noted that a constraint for summer terms is that at least one-half of the class days must be in the new fiscal year (after June 30).

Dr. Vandegrift reported that he had talked with several faculty groups and that the common goals which came out of these discussions are:

- 1) to establish a summer calendar as soon as possible;
- 2) to set a calendar for fall and spring with a few modifications, such as removing days from the beginning of the term (the start up week) and to reduce the final exam days from 5 to 4; and
- 3) to set a calendar for 3 years in advance.

Dr. Krug reported that the faculty from CLASS has an interest in having a fall break to parallel the spring break.

Dr. Vandegrift asked the committee to consider a summer calendar first. He reported to the committee that in his discussions with faculty, faculty are interested in: 1) summer sessions of 5 weeks in length; and 2) the opportunity to complete as early in the summer as possible. He further stated that faculty believe that beginning the summer term as early as possible after the end of the spring term serves the interest of students and faculty. Based on this, it was suggested that the committee consider the summer alternative already distributed which includes 2-24 class days plus a final and an immersion term of 15 class days and a final exam day. The idea is that the immersion term would be used primarily for study abroad classes or other very concentrated courses. All terms except the immersion term would be completed well before the end of July. The committee also discussed that the limits on the number of hours a student might take in the

summer sessions should be 12 hours for the summer term with a maximum of 7 hours in the 24 day terms and a maximum of 4 hours in the immersion term.

Dr. Carroll stated that the College of Education would most likely need to have a 6 week session for graduate students which would begin toward the end of May, after primary and secondary school terms end, and end around the middle of July. Dr. Byington expressed a similar interest from the College of Business Administration for a 6 week session for their graduate students but theirs would need to begin early in the summer (mid May) and complete near the end of June. It was agreed that such schedules could be worked out for the needs of the graduate students in these colleges.

It was also suggested that with the multiple sessions it would be necessary to minimize the possible class conflicts for students who may need to take classes in multiple sessions.

Discussion ensued regarding this summer term proposal. Dr. Whitt stated that he likes the proposed summer schedule because it gets us finished (except for the immersion term) by the end of July.

A Byington/Lockwood motion to adopt the proposed summer model was approved unanimously.

Dr. Vandegrift moved the discussion on to the Fall 2001 calendar. Dr. Krug reported that she had surveyed faculty in CLASS and had obtained a 36% response rate. The results of the survey reflect that the faculty want a two-day fall break and a three-day Thanksgiving break with the two-day fall break on a Monday and Tuesday.

Dr. Whitt suggested that the committee consider not having a fall break and have December commencement on Friday, December 14th so that the holiday break could begin earlier in December.

Jerry Rice stated that most students want a fall break but that he believes students would accept a full week break at Thanksgiving without the earlier two-day fall break.

There was further discussion about the pros and cons of a fall break and/or ending the term earlier with a notation that most semester schools do not have a fall break other than Thanksgiving.

Dr. Ming Lee stated that he believes that the fall break is disruptive to the learning process and that he had talked with faculty and does not believe they are interested in a fall break.

Dr. Krug made a motion, seconded by Dr. Lockwood, that the first choice for Fall Term 2001 is to have no fall break other than Thanksgiving and to have commencement on Friday, December 14th so that the break between terms is extended by two days. This choice was made subject to the President approving a Friday commencement. If the President does not approve the Friday commencement, Dr. Krug and Dr. Lockwood proposed that the second choice for Fall Term 2001 would be a five-day Thanksgiving break with a Sunday commencement. This motion with the two choices was approved with 7 voting in favor and 4 against.

The Spring 2002 calendar proposal was then discussed. It was noted that the spring break should be scheduled in conjunction with the St. Patrick's day parade in Savannah. If the St. Patrick's Day parade is to be on March 16, the break should be the week before. Dr. Krug made a motion, seconded by Dr. Bruce McLean, that the Spring 2002 calendar be approved as proposed with the understanding that the spring break would be scheduled around the Savannah St. Patrick's Day celebration. The motion was unanimously approved. Dr. Vandegrift stated, and it was agreed, that these calendar models for Summer 2001 through Spring 2002 would be used as models to develop calendars for the next two years and that the committee would review these proposed calendars in the Spring 2001 term.

Kim Thompson added that because Drop/Add will now be the first day of classes, the institution may want to wait until after schedule adjustment to disburse financial aid.

The committee adjourned at 4:00 p.m.