

ANNUAL REPORT

University Standing Committee: Registration, Records & Calendar

Academic Year Covered by Report: Year 2014-15

Date Report Submitted: May 20, 2015

Report Submitted by: Randy Bechtolt

Number of times committee met: Four (4)

RECOMMENDATIONS

1. The committee followed guidelines established during 2013-14 in configuring 3-year calendar dates for 2016-17.
 - A. 72 teaching days, and 3-hour final exam period per semester = 75 days
 - Teaching days fall-1 and spring-1: 37 days
 - Teaching days fall-2 and spring-2: 35 days plus the exam period
 - B. A minimum of 14 teaching days for each day of the week
 - C. Spring Holiday – Friday only Holiday
 - D. Summer school:
 - 10-week: 48 instructional days, 2 exam days
 - 5-week: 24 instructional days, 2 exam days
 - E. Maymester: Begins with first day of summer school

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

1. **Unified Campus Schedule:** Reviewed and recommended schedule for Spring 2016 implementation
2. **Length of Final Exam Period review:** Review and recommendation was to continue with 7-day exam schedule
3. **Chair-elect process:** Erin Horne was chair-elect during 2014-15, Chair 2015-16
4. **3-year calendar 2016-17:** developed and submitted for approval
5. **Non-standard time requests:** Process developed by Li Marcus for Fall 2015 schedule

RECOMMENDATION FOR REVISION OF CHARGE AND/OR MEMBERSHIP CONFIGURATION (if applicable)

2015-16 Chair: Erin Horne (2016) College of Education

Additional membership (non-voting): Athletics