

ANNUAL REPORT

University Standing Committee: Registration, Records & Calendar

Academic Year Covered by Report: Year 2015-2016

Date Report Submitted: June 10, 2016

Report Submitted by: Erin Thomas Horne

Number of times committee met: Three (3)

RECOMMENDATIONS

1. The committee followed guidelines established during 2013-14 in configuring 3-year calendar dates for 2017-18.
 - 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: 25 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:**
 - a. Reviewed unified time table implementation
 - i. Added 165-minute lab from 11:45 - 11:30 on MTWHF
 - b. Reviewed and approved final exam schedule that aligned with new unified campus time table.
 - i. R&R developed add-on to My Pack that shows exam schedule in Faculty Center.
2. **Chair-elect process:** David Parish was selected as Chair 2016-17
3. **3-year calendar 2017-18:** developed and submitted for approval
4. **Non-standard time requests:** Reviewed Spring 2016 and Fall 2016 non-standard time requests

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

2016-17 Chair: David Parish (2017) College of Engineering