

ANNUAL REPORT

University Standing Committee Registration, Records and Calendar

Academic Year Covered by Report 2017-18

Date Report Submitted June 1, 2018

Report Submitted by Keith Warren

Number of times committee met 3

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

- Dr. Melissa Merrill from Animal Science was elected as the committee chair for academic year 2018-19
- 2019-2020 academic calendar was approved. Due to difficulty in creating a spring schedule each year, the committee voted to recommend the removal of the spring holiday beginning with the spring 2020 semester. It was noted that REG 02.20.03 – Attendance Regulations section 3.1.3 states that students will be allowed a minimum of two excused absence per academic year for religious observations. This is a normal work day for NC State Employees.

Student representatives on the committee voiced concern about the removal of reading days from the calendar. The committee agreed that reading days in the middle of the week was not effective. The committee unanimously agreed to recommend one reading day between the last day of classes and the first day of exams.

A fixed (non-rotating) final exam schedule was proposed by the Registrar's office. A fixed exam schedule would reduce the possibility of exam scheduling conflicts. The committee discussed examples of faculty who teach in the same time slot every year and that it would not be reasonable to ask someone to have their final on the last day of exams every year. The committee did agree to a set of 3 rotating exam schedules if created.

- One of the core responsibilities of the committee is to review non-standard time requests. The purpose is to minimize the number of classes during prime scheduling hours that 1) do not make best use of 110 classroom space, and 2) make it difficult for students to schedule other classes around them. The committee breaks into groups of 2-4 to review these requests each semester towards the end of the scheduling period.