

## **University Calendar Committee Meeting Minutes**

Date: Tuesday, January 29, 2019

Time: 10:00am - 11:00am

Location: Poe Hall room 320

Members Present: Chair Melissa Merrill, Bret Smith, Katie Graham, Carrie Doyle, Cynthia Zuckerman Hyman, Ted Shear, Laura Sremaniak, Kristin Thoney-Barletta, Nichole Miller, Charles Clift, Temple Walkowiak, Wes Parker, Kerry Havner, Coleman Simpson, Annabel Meade, Harsh Patel

Members Absent: Catherine Reeve, Marie Williams, Barry Olson, Tameka Whitaker, Cigdem Meral, Neal Parker

Ex-Officio Members Present: Charles Clift, Kyle Pysher, Lindsey Mihalov

Ex-Officio Members Absent: Louis Hunt

### **Welcome**

- Meeting called to order at 10:00am by Chair Melissa Merrill
- Member introductions
- Note: Katie Graham namecard should be changed from Athletics to DASA

### **New Business**

#### Perpetual Calendar Discussion

- First topic of business is the perpetual calendar. Melissa Merrill turned the discussion to Kyle Pysher. Kyle briefly explained the perpetual calendar that he's put together and is being proposed by Registration & Records.
- Carrie Doyle has looked through the calendar, specifically at the number of open days after the last day of classes each semester. It's important for Athletics staff to have enough days to review the continuing eligibility of 550 student athletes. Carrie stated the calendar is a great idea.
- Cynthia Zuckerman Hyman's concern is how does this affect window for Satisfactory Academic Progress (SAP) appeals.
- Charles Clift explained that a primary goal is wanting to improve the lack of days that advisors and student support staff across campus have to assist students. There are a lot of moving pieces to consider such as faculty contracts, working days after breaks and final exams, lab sections meeting on Mondays and Tuesdays, fall Wednesday start date affecting Wolfpack Welcome Week, etc.

- Melissa Merrill asked Kyle Pyscher if he had received any response from Barry Olson. Input on how this would affect University Housing processes is desired.
- Laura Sremaniak requested to see the calendars for the different days of the week.
- Cynthia Zuckerman Hyman brought up another concern regarding seniors may not have enough time for re-exams prior to graduation clearance.
- Student Annabel Meade (Graduate) asked about student's Spring Holiday. Kyle Pyscher answered that the break was removed starting Spring 2020 as voted on by a past meeting of the Calendar Committee.
- Charles Cliff mentioned that the perpetual calendar is based on historical dates set by HR and that adjustments may be needed in the future.
- Melissa Merrill proposed not voting during the meeting today and instead allowing members a few weeks to closely review the calendar and to respond back with concerns and suggestions.

#### Fall 2019 Reading Day Discussion

- Kyle Pyscher proposed that a Wednesday Reading Day be reinstated for Fall semesters. Primary reasons 1) this would potentially improve final exam rescheduling in future instances of adverse weather causing a cancellation of early week exams and 2) this should help eliminate issues students have with the '3 exams in 24 hours' policy.
- Students Harsh Patel (Undergraduate) and Coleman Smith (Undergraduate; Student Senate) said they think a Wednesday Reading Day is preferable over a Reading Day occurring day-after last day of classes.
- Nichole Miller asked about effects on final exam pattern (e.g. MWF classes having exams on MWF and not on TH).
- Laura Sremaniak stated that her Fall 2018 final exam getting moved to a Sunday due to the adverse winter weather was a disaster. She is in support of measures to prevent that situation from occurring again.
- Ted Shear moved that the Fall 2019 Reading Day be moved from Monday, Dec 9 to Wednesday, Dec 11. Melissa Merrill opened the room to discussion. Wes Parker and student Coleman Smith (Undergraduate; Student Senate) both stated that from a student perspective a Wednesday Reading Day would offer students a needed break in the middle of the final exam week for additional studying, refocusing, relaxing, etc.
- Melissa Merrill put the topic to a vote. Passed unanimously for this upcoming Fall semester's Reading Day to be moved to Dec 11, 2019.

#### New Chair of the Calendar Committee

- Melissa Merrill asked members for nominations for a new Committee Chair. Katie Graham nominated Cynthia Zuckerman Hyman. Bret Smith seconded that nomination. Cynthia accepted the nomination. Passed unanimously.

- Cynthia Zuckerman Hyman will be the Committee Chair for the 2019-2020 academic year.

#### Non-Standard Class Meeting Times/Patterns

- Committee broken into 3 groups of 5-6 members in order to review non-standard time requests for the Fall 2019 semester.
- Approved requests and requests pending additional information were returned. Kyle Pysker will follow up with departments needing to provide additional justification.

#### **Closing**

Meeting adjourned at 11:08am by Chair Mellisa Merrill

Minutes recorded by Lindsey Mihalov