

## ANNUAL REPORT

University Standing Committee: Registration, Records, and Calendar Committee

Academic Year Covered by Report: 2019-2020

Date Report Submitted: June 1, 2020

Report Submitted by: Cynthia Zuckerman-Hyman

Number of times committee met : Twice—Fall meeting 8/23/2019; Spring meeting 1/24/2020

Name of Chair Elect (if known) : Temple Walkowiak

**RECOMMENDATIONS:** None at this time

### **SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE**

The primary focus of the committee discussion during the 2019-2020 academic year was on the creation of the perpetual calendar. During the fall meeting, the initial perpetual calendar was proposed. While there was general support for the creation of a perpetual calendar, a key point of concern was the fall end dates. In the fall, there were end dates that were just before the University would close. As a result, this would negatively impact students who were in academically precarious situations. The tight turnaround between the time grades are due and the University closing in the fall meant that there was not sufficient time for students in academically precarious situations to contact the necessary individuals and be reinstated. In order to rectify the fall end date issue, the discussions then moved to the fall start dates and the connection to faculty contracts. Resolution on Fall start dates as tied to faculty contracts was still pending information from Human Resources and Faculty Affairs. The perpetual calendar discussion is expected to move to the next committee agenda.

A second point of discussion was the removal of the Spring holiday from the calendar. While this committee did not make the recommendation to no longer have a Spring holiday, this was the first semester in which the Spring holiday (Friday before Easter) was no longer on the calendar. Committee members discussed the Spring holiday, and it was decided to move the discussion of a future Spring holiday (in the 2022-2023 calendar year).

A final point of discussion was attention to the enrollment calendar and the effects of a shorter or longer enrollment period on comprehensive advising. A longer enrollment period afforded advisors the ability to engage in more proactive advising.

**RECOMMENDATION FOR REVISION OF CHARGE AND/OR MEMBERSHIP**

**CONFIGURATION (if applicable):** Individuals who also serve in an advising capacity should be part of the committee, particularly an individual with advising administrative responsibilities. Members with advising roles can assist in developing aspects of the registration component of the committee's charge. The addition of representation from the Office of International Services provided necessary insight into how the calendar affects student visas.