

## **Registration, Records and Calendar Committee Meeting Minutes**

Date: Friday, January 28, 2022

Time: 9:00am - 10:00am

Location: virtual meeting - Zoom

Voting Members present: Cynthia Zuckerman Hyman, Jamie Larsen, Tameka Whitaker, Patricia Marshall, Jason DeRousie, Molly Fenn, Kristin Thoney-Barletta, Megan Albidrez, Heather Lyerly, Michael Shurer, Ragen Willaford-Menefee (Student Senate), Harrison Andrews (undergraduate)

Voting Members absent: Barbara Kirby, Meagan Kittle Autry, Gary Blank, Joanna Stegall, Bret Smith, Maggie Lally (undergraduate); plus, 2 unfilled grad and 1 unfilled undergrad student positions

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Ex Officio Non-Voting Members present: Charles Cliff, Kyle Pysner, Lindsey Mihalov Watts, Margaret Erickson, Carrie Doyle, Lian Lynch

Ex Officio Non-Voting Members absent: Don Hunt, Barry Olson, Than Austin

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Guests present: Kayla Bertling

### **Welcome**

- Meeting called to order at 9:03am by Chair Cynthia Zuckerman Hyman.
- Cynthia proposed approving the meeting minutes from the previous committee meeting on August 27, 2021. No changes requested. Megan Albidrez motioned to approve; Lian Lynch seconded.

### **Unfinished Business**

#### Diploma Names

- Kyle Pysner shared with the committee that preferred names for diplomas is now an option. Students can enter this information themselves in SIS. If they do not, the default name to be printed on their diploma or certificate will be their legal name.
- Webpage at <https://studentservices.ncsu.edu/your-resources/privacy/diploma-name/> outlines for students what name changes are acceptable, important notes to consider, etc.
- This change went into effect beginning with Fall 2021 graduates.
- Cynthia Zuckerman Hyman asked if advisors were notified. Kyle answered this was shared along with other commencement information sent to graduating students. He believes it was also included in a beginning-of-term (for Fall '21) email to the advisor listserv, but he will double-check.

## Gender Preference

- Lian Lynch provided an update regarding the ongoing discussion for an optional third gender identifier in SIS for Graduate School admissions. The biodata is shared with HR and the issue for HR stems from student employees with benefits. If there were to be a non-binary option in SIS it would impact their health insurance – health insurance only recognizes either male or female.
- Currently, the lead SIS IT staff and HR IT staff are communicating about options around this. Lian is hopeful this will gain some traction towards a resolution, at the very least for admissions. Many other colleges and universities already offer a third gender option; NCSU is behind.
- Michael Shurer added when the committee began this conversation last year there was no federally recognized option for a third gender at that time, but there is now a federally recognized non-binary option for passports. It would be surprising if health insurance companies are not working to change their policies to meet this new federal requirement.
- Margaret Erickson shared one of the major obstacles for UHR on having a third gender identity added into Peoplesoft is that information goes to the State Health Plan. UHR has been trying to work with them on adding a third category, but there are issues with file transfers until the State Health Plan adds a third category on their end.

## **New Business**

### Elections & Student Engagement

- Cynthia Zuckerman Hyman was recently contacted by Student Government representatives looking for support from this committee with their student voting efforts. They are proposing additions to university policy that would allow for no classes on election days so that students could focus on voting.
- Kayla Bertling, a guest at this committee meeting, is the Director of Government Affairs for Student Government. Contact email is [sggovrelations@ncsu.edu](mailto:sggovrelations@ncsu.edu).

#### Presentation Information:

- Kayla screen shared a powerpoint presentation titled “Proposals to Increase Campus Engagement on Election Day: Academic Impacts to Election Engagement”.
- The biggest issue on election days is competing times. Polling location hours are typically 6:30am to 7:30pm. Standard class times cause conflicts for students and faculty going to the polls on election day mainly due to the requirement that voters cast their ballots at their specific precinct, causing extended travel times. Even in the scenario of a polling location on campus the time between classes does not offer enough time.
- There are a lot of issues that students face when voting, especially voting for the first time.
- One of NC State’s goals is to “Empower students for a lifetime of impact and success.” The greatest indicator in determining the likelihood of an individual voting is whether they voted in past elections. So with many of our students being first-time voters, by ensuring

they're able to vote while on campus we're ensuring that they become graduates who are active in their communities. Every vote matters.

- #1 → Proposals for class cancellation on election days:
  - Proposal A - Raleigh Municipal, state of NC, federal primary, and federal general elections
  - Proposal B - state of NC, federal primary, and federal general elections
  - Proposal C - federal primary and federal general elections
  - Proposal D - federal general elections
- Sample timeline through 2025:
  - May 17, 2022 federal primary
  - November 8, 2022 federal general, state of NC, and Raleigh Municipal
  - November 7, 2023 state of NC, Raleigh Municipal
  - March 5, 2024 federal primary
  - November 5, 2024 federal general, Raleigh Municipal
  - November 11, 2025 (unannounced) state of NC, Raleigh Municipal
- Proposed amendments for special circumstances:
  - For the selected proposal, should an election be postponed or trigger a runoff election and no reasonable change can be made to the calendar, offer excused absences to the students voting in those elections.
  - For Proposals A, B, or C, offer excused absences to students voting in their home districts, should those dates not align with Raleigh and North Carolina.
- With the current academic calendar being set three years out, an interim proposal is to offer excused absences to students voting in upcoming elections before the no class days for the chosen proposal are implemented.
- #2 → Proposals for excused absences for student poll workers. Working as a poll worker is a vital part of contributing to the community and many students would like to do it, but are unable to because it doesn't qualify as an excused absence.
  - Proposal A - all election days (early voting, election day, runoffs)
    - Early voting is over a 2 week period. For example, in Wake County poll workers work either a morning shift or an afternoon shift, so students would not miss an entire day of classes.
  - Proposal B - single day elections (election day and runoffs)
  - Proposal C - election day only

#### Discussion:

- Patricia Marshall commented that Kayla's proposals are refreshing and impressive in this day and age of widespread voter suppression efforts.
- Cynthia Zuckerman Hyman stated the committee would need to schedule a second, later meeting to further discuss the implications of these proposals and to offer members time to find out more information. In the meantime, Kayla will share the powerpoint presentation and offered to be available via email to answer any questions.
- Tameka Whitaker asked Kayla when Student Government is requesting to begin the chosen proposal. Kayla responded it would be ideal to begin in time for the upcoming elections in May 2022, but if that's not possible, beginning after the current 3-year

academic calendar would align with the federal general election in 2024. Kyle Pysher clarified that the 2024-2025 calendar had already been approved by the committee and by the Chancellor.

- Molly Fenn likes the excused absences proposals, but is concerned how the excused absences will be implemented - i.e. who approves them; are they mandated or simply encouraged. Charles Clift answered that excused absences currently are governed by policy <https://policies.ncsu.edu/regulation/reg-02-20-03-attendance-regulations/>. The level and number of absences, including excused, are determined by instructors. The topic is currently being discussed within other committees on how it can be adjusted and strengthened.
- Further discussion is tabled until Friday, Feb 25 at 10:30-11:30am (tentative meeting date/time).

### Committee Chair Selection

- Tameka Whitaker self-nominated to become the next committee chair and shared some brief background - working at NC State for 17 years; started out in the Department of Registration & Records; currently the Assistant Dean for Student & Academic Services in the College of Design. Advocating for and providing service to students is important to Tameka.
- No other nominations submitted.
- Patricia Marshall moved to vote Tameka as the chair of the Registration, Records & Calendar Committee for 2022-23. Motion approved.

### Non-Standard Times

- Final order of business on the agenda is voting on class non-standard time requests for the Fall 2022 semester.
- Cynthia Zuckerman Hyman had already shared with committee members a folder containing 22 non-standard time requests. (I.e. Class sections requesting to meet at a time outside of the Unified Campus Timetable.)
- Cynthia clarified that if the location for the class is a room overseen by a department and not a 110-Classroom, then it's not as much of a concern because we're not running into general scheduling issues across campus with needing that particular space.
- Requests can either be one-time exceptions or approved for 3-like terms if there's a long-term need.
- Patricia Marshall asked what exactly the justification "works best for instructor's schedule" means. Kyle Pysher answered that may just be all the department submitted as their justification. As has been done in the past, when this committee feels that insufficient justification is provided we can request additional information.
- Jason DeRousie responded it would be nice to have some clarification if this is just for instructor preference and why, and the potential impact it would have for students. Jason moved to request additional information about the justification for the 5 SOC 300 sections. Patricia seconded the motion.
- Tameka Whitaker pointed out that the SOC 300 non-standard times have been approved in the past and asked if we have notes or documentation regarding past justifications.

Kyle checked and in the past their justification was to fit in with availability of their internal scheduling of a department room. Jason feels additional info is still needed considering the current justification does not mention room scheduling and added to the motion that once additional info is received the committee chair has the right to make a final decision on approval.

- Cynthia brought up the LAR 582 request and that the department is requesting to meet beginning two weeks prior to the start of the term. Charles Clift responded the university has had some other courses that extend before or beyond the semester. It is likely a faculty member on a 12-month appointment that is teaching the class. Tameka shared it's an orientation type class for that program.
- Patricia asked who submits these requests. Kyle answered the requests are usually formally submitted by a scheduling officer for that department or college.
- Carrie Doyle motioned that all requests, as a block, are approved. Jason seconded.
- All Fall 2022 requests, excluding the pending SOC 300 sections, are approved.

### **Closing**

- Jason DeRousie had shared an article about attention to calendars that Cynthia Zuckerman Hyman linked into the meeting agenda.
- Cynthia suggested if we're trying to think outside our own experiences or what's generally accepted with Gregorian calendars, that committee members keep this information handy as reminders about calendar overlays. Members should share the article with their departments and encourage their faculty and others as they plan meetings, exams, etc to be mindful of the best times to schedule their events. Members should also remind their departments about the university's policies on student excused absences.
- No new discussion requests for the next meeting agenda.
- Meeting adjourned at 9:57am.

Minutes recorded by Lindsey Mihalov Watts.