

## **Minutes of the University Senate Calendar Committee's First Meeting**

**Date/Time:** October 24, 2016, 10:00 a.m.

**Place:** University Governance Conference Room, 33 Strong Hall

**Members present:** Mazhar Arikhan, Ashley Dunn, John Foster, Mary Fry, Steve Grenus, Shima McCurdy, Albert Sheu (Chair), Ramia Whitecotton

**Invited guests present:** Kim O'Bryon (from the Registrar's Office)

**Members excused:** Michael Engel, Charles Olcese (Ex-officio)

**Members absent:** Marla Herron (Ex-officio), Lauren Sherwood, Jack Stevens

**Agenda item 1:** Five-year academic calendar through summer 2022.

One standing charge for the Calendar Committee requires it to propose to the SenEx a new 2021-2022 academic calendar to be included in a five-year plan for the coming academic years. Currently, the Senate has approved academic calendars through the summer of 2021, while KBOR has approved those calendars up to the summer of 2019.

After some discussion, members at the meeting unanimously approved to propose the 2021-2022 academic calendar detailed in the attached file. During the discussion, some concern was raised about the tradition of having two weeks of classes after the Thanksgiving break, which sometimes forces the last day of finals to be as late as December 20 (e.g. in 2019 Fall) causing inconvenience for some university members. On the other hand, some members also feel hesitant about having only one week (or more precisely, four days) of classes after the Thanksgiving break. With no conclusion made, this issue merits some further consideration and discussion.

**Agenda item 2:** Discuss how to keep students informed of final exam policy regarding minimesters (eight-week courses) and non-regular courses.

In the past year, questions/concerns have been raised by instructors/students about some minimester or online course possibly violating some University's exam policies, due to the misunderstanding that non-regular courses also follow the regulations set for regular 16-week courses in USRR 1.3.2. To help students and instructors correctly informed of exam policies regarding non-regular courses, the Committee recommends after discussion to add a link marked as "Online/Non-regular Courses" in the General Exam Policies section on the webpage, that is pointed to by a link marked as "Exam Information" on the home page of the Schedule of Classes. The webpage pointed to by this new link provides clarifications like "Regulations in USRR 1.3.2 do not apply to online and other non-regular short courses which do not follow the standard 16-week semester schedule (except that if a proctored or online exam is given for an online course, the due date shall be noted in the course syllabus).", and "When an examination or test of an online/non-regular course conflicts with a student's obligation to other regularly scheduled university classes, the student shall be accorded the opportunity to take the examination or test at a time not in conflict with other regularly scheduled university classes." Also in the mass email sent by the Committee's Chair to all teaching staff shortly before the beginning of each semester, clarification sentences as above will be included.

**Agenda item 3:** Discuss compliances with University Senate Rules and Regulations concerning final exams (1.3.2) and scheduling exams outside regular hours (1.4.2)

Two courses have informed the Registrar's Office that they want to cancel their common final exams currently scheduled in the published Schedule of Classes. The Registrar's Office will advise them to formally petition to the Committee for approval of the cancellation of their common finals, so the Committee can expect to receive these petitions in the near future.