

FY-17 CALENDAR COMMITTEE

Fiscal Year 2017 FINAL REPORT

Committee Members: *Mazhar Arikan, Ashley Dunn, Michael Engel, John Foster, Mary Fry, Marla Herron (Ex-officio), Shima McCurdy, Kim O'Bryon (being replaced by Cassandra Keefer as the representative of the Registrar's Office), Charles Olcese (Ex-officio), Albert Sheu (Chair), Lauren Sherwood, Jack Stevens, Ramia Whitecotton*

Standing charges:

1. Monitor compliance with University Senate Rules and Regulations 1.3.2 concerning final examinations, including: (a) ensuring that adequate arrangements are made each semester to inform students and faculty through the Schedule of Classes about the regulations governing final examinations, and the appropriate procedures to be followed if questions arise about the application of the regulations; (b) informing the teaching faculty and GTAs, via an e-mail from the chair, one week before the beginning of each semester (in August and January) of these regulations and their rationale; and (c) considering requests for exceptions, as provided in the regulations. Report actions taken on these matters to SenEx. (ongoing)

The Committee sent an e-mail notice to all teaching faculty and GTAs (see attached e-mail notices) on August 11, 2016 and on January 9, 2017 to inform them of important final exam rules and provide links to more detailed information. During FY17, the Committee reviewed and acted on petitions for exceptions (see item 2 below for details), and provided clarifications of questions raised by faculty members regarding exam regulations.

2. Monitor compliance with University Senate Rules and Regulations 1.4.2 concerning the scheduling of examinations outside of regular class hours. Following the committee's established procedures, approve or disapprove applications for tests other than final examinations to be held at times other than regular class hours. Report actions taken on these matters to SenEx.

In Fall 2016, the Committee reviewed and approved six exam petitions about: adjusting the published schedules of CHEM 130 special exams for Fall 2016 and FIN 415/416 special exams for Spring 2017, establishing FMS 100 common final starting from Fall 2016, removing the published BE 301 common final for Spring 2017, and removing the published BIOL 247/647, HUM 114, HUM 115, HUM 204, and HUM 205 common finals for Fall 2016 and Spring 2017.

In Spring 2017, the Committee reviewed and approved three exam petitions about: requesting non-regular schedules of MEMT 420 final exam and ACCT895 final exam for

Spring 2017, and rescheduling a special exam of CHEM 330 for Fall 2017 to avoid a time conflict with a special exam of BIOL 152.

3. Update the five-year calendar. Report to SenEx by **November 1, 2016.**

The Committee updated, and submitted to SenEx on October 31, 2016, the continuing five-year calendar updated with a new 2021-2022 academic calendar. The updated five-year academic calendar is attached. (March 6, 2017, KBOR requested that KU change its spring break to conform with the other regent institution. These changes were made by the calendar committee chair on March 6, 2017. The calendar attached reflects these changes)

Specific Charges:

1. Consider how to keep students informed of final exam policy regarding minimesters, and non-regular courses. Report to SenEx by **November 1, 2016.**

The Committee made a recommendation on this issue to SenEx on October 31, 2016, 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.

This recommendation has been implemented by the Registrar's Office, and incorporated in the email sent to all teaching staff by the Committee Chair on January 9, 2017.

Other activities:

1. *The Committee proposed the following change of USRR 1.3.2 to the SenEx on March 2, 2017:*

Third paragraph of **current USRR 1.3.2**: "If a "take home" exam or an online exam is given in a class with a regular meeting time, it may not be due prior to the end of the regularly scheduled final exam period for the class. If a proctored or online exam is given for an online course, the due date shall be noted in the course syllabus. The above does not apply to assignments such as projects, performances, or papers. These may be due or take place during the last week of regular classes. Projects, performances, paper, and other coursework may be due during finals week only in lieu of a final exam. This rule does not apply to coursework for which the student has received an extension."

Proposed new third paragraph of USRR 1.3.2: "If a "take home" exam or an online exam is given in a class with a regular meeting time, it may not be due prior to the end of the regularly scheduled final exam period for the class. If a proctored or online exam is given for an online course, the due date shall be noted in the course syllabus. **When the final 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 final at a time not in conflict with other regularly scheduled university classes.** The above does not apply to assignments such as projects, performances, or papers. These may be due or take place during the last week of regular classes. Projects, performances, paper, and other coursework may be due during finals week only in lieu of a final exam. This rule does not apply to coursework for which the student has received an extension."

The rationale: The above particular sentence (in bold) proposed to be inserted in the third paragraph of USRR 1.3.2 is essentially copied from USRR 1.4.2 (which governs special exams), but currently is not explicitly included in USRR 1.3.2 (which governs final exams). It is obvious that the spirit of this rule applies to the finals, and it is better to reiterate this sentence explicitly in USRR 1.3.2, since online and non-regular courses seem to be involving more students now and questions about such time conflicts did arise.

2. *At the meeting held on February 24, 2017, after hearing Dr. Daniel Wildcat's comments representing the Haskell University, the Committee had a preliminary discussion of a complicated calendar issue brought to the Committee's attention by then Vice Provosts Stuart Day and E. Nathan Thomas III upon the request from Haskell University, about **calendar coordination between KU and Haskell University** to avoid local accommodation difficulty caused by very close commencement dates and some other difficulties.*

No conclusion was drawn on this complicated and delicate calendar issue which has to be very carefully studied and analyzed since the current calendar practice was established after a very robust and lengthy study involving the Registrar's Office, faculty, staff, and students a few years ago by the Calendar Committee.

*The current Committee Chair (Albert Sheu) who is departing the Committee at the end of FY17 would recommend **this issue be charged to the Calendar Committee of FY18** for further study and consideration.*

3. *After each meeting, the Committee submitted minutes to the SenEx. The above mentioned proposal, recommendations, and consideration are recorded in those minutes.*