

**FY2018 CALENDAR COMMITTEE
Final Report**

Committee Members:

Chair: Mary Fry, HSES, (2019), Faculty: Michael Engel, EEB, (2018), Faculty: Mazhar Arikian, Business, (2019), Faculty: Jim Ellis, Curriculum and Teaching (2020), Staff: Ramia Whitecotton, Geography (2018) , Staff: Nhan, Nguyen, Research, (2020), Registrars Office: Kassie Keefer, Student, Grace Heitmann, Student, Erin Wilson, Student, Avery Anderson, Student, John Foster, Ex-officio (non voting): Registrar KUMC: Marla Herron, Registrar, Charles Olcese, Director ISSS

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 email notice to all faculty and GTA's on August 14, 2017 and January 9, 2018. Reminding them of final exam rules, Religious Observances, and accommodations for students that serve in the military.

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.

The Committee reviewed and acted on 6 requests for exceptions (see attached.)

3. Update the five-year calendar. *Forward to SenEx, and University Senate. Approved*

Specific Charges:

Coordinate with Haskell Indian Nations University and other local schools on Commencement dates, particularly for the Spring semester.

FY2018 Calendar Committee Requests

Approved request for a common exam for CHEM 335 for fall 2017.

Approved request to change in special exams for CHEM 175 (Prof. Weis), spring 2018.

Approved request for to change in final exam schedule for UYGR 201.

Approved request to change final time, MEMT 420 Spring 2018

Administrative error, no approval required: ACCT 201, Fall 2018, and should have been ACCT 320 Fall 2018

Approved request to add special exam for he BIOL 152 special exam be changed. (To accommodate students that are taking both BIOL 152 CHEM 330)