
CALENDAR COMMITTEE FINAL REPORT FY2023

COMMITTEE MEMBERS

Chair: Miloche Kottman, Libraries, Faculty; Joseph Huber, Mathematics, Faculty; John Gluckman, Linguistics, Faculty; Charlotte Tritch, Business, Faculty; Kelly Bellmyer, Linguistics, Staff; Wendy Bridges, KU Calendar, Staff; Sadie Williams, Student Body President; Alessia Garcia, Student Body Vice President; Nathaniel Garcia, Student Senate; Casey Wallace, Registrar's Office; Joe Potts, Interim Director ISSS (Ex-officio).

FY2023 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)

An email notice was sent to all faculty and GTA's on August 17, 2022 and January 12, 2023 reminding them of final exam rules, Religious Observances, guidance for Study Week 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 5 requests for exceptions:

SPECIAL EXAMS:

- Approved request for special exam for CHEM 170 (Fall 2022)
- Approved request for special exam for BIOL 638 (Submitted Fall 2022 for Spring 2023)
- Approved request for special exam for BIOL 152 (Submitted Spring 2023 for Fall 2023)

COMMON FINAL EXAMS

- Approved requests for a common final exam for EECS 168 and EECS 268 (Fall 2022)
- Approved request for common final exam for ACCT 321 (Spring 2023)

The Chair reviewed and acted on 8 requests or questions :

- Approved a request for common final for FIN 413 (Fall 2022) due to past precedence
- Approved exception to Stop Day and Final Exam Period for: student athletes competing or traveling to competition during stop day and finals week (Fall 2022) due to past precedence
- Approved request for a common final for BIOL 405 (Fall 2022) due to past precedence
- Approved a request to allow students enrolled in EPSY 911 to continue their field placements through May 26, 2023 due to past precedence
- Approved exception to Stop Day and Final Exam Period for student athletes competing or traveling to competition during stop day and finals week (Spring 2022) due to past precedence.
- Directed student to policy on requesting an alternate exam time for the professor when they have three exams in a single day (Fall 2022)
- A question was submitted about re-scheduling a final exam to stop day if the student requests the change. Referred them to USRR Regulation 1.3.4 (Fall 2022)
- Referred instructor to policies for Final Exams for Online and Non-Regular Courses to answer question about final exams for a one-week course (Spring 2023)

The Committee discussed the following questions concerns:

- The committee discussed how the Edwards Campus final exam policy differs. Decision to put a link to the Edwards policy on the Registrars website
- A question was submitted about scheduling a defense or comprehensive exam on Stop Day (USRR Regulation 1.3.7). The committee agreed that it would be allowed if the student chooses to schedule their own final defense or comprehensive exam on Stop Day (Fall 2022)

FY 2023 SPECIFIC CHARGES:

1. Work with the Registrars' Office to provide the Academic Calendar for Fall 2025 – Spring 2028, for approval to the University Senate. Due November 1, 2022. Once approved forward to Provost and Copy Jill Hummels and Jean Redeker.
 - The Committee met via Zoom on October 6, 2022 and recommended that the draft of the Academic Calendar submitted by Casey Wallace be accepted by the Calendar Committee.
 - University Senate approved the academic calendar on November 3, 2022
 - The Academic Calendar was revised February 9, 2023 to not align with Board of Regents meetings and the Calendar Committee approved on February 13, 2023
 - University Senate approved revised calendar March 9, 2023

OUTSTANDING QUESTION FOR UNIVERSITY SENATE TO EXPLORE

I received the following comment from Lynn Hancock (lynnh@ku.edu) in January of 2023 that the committee did not address:

One concern that is never really addressed by the final exam policy that in my view places more undue burden on students than finals is the taking of major unit exams (not a final exam) the final day of formal classes right before stop day. I teach a large undergraduate course in the spring semester, and I like many of my peers have typically provided a unit exam the last formal class day. Last spring several of my students voiced how really overwhelmed they were as they had 4 major unit exams on the same day. I explained the final exam policy and that this did not apply, since all the classes involved also held a final exam during the final exam week. I have addressed this problem in my own class moving forward by moving the last major unit exam up a week, but this would still leave some students taking 3 major unit exams on the same day. I can't imagine that this is an isolated problem on campus. Many other classes have large projects due that same week leading up to finals, which only compounds student stress. Does your committee hear similar complaints from students, and is there anything that can be done to address this issue going forward?

SUGGESTION FOR CHAIR

Both Joseph Huber or John Gluckman have been active on the Committee and have one more year left on their term, so either would be a good choice.