
CALENDAR COMMITTEE FINAL REPORT FY2024

COMMITTEE MEMBERS

Co-Chair: John Gluckman, Linguistics, CLAS, Faculty, Voting, 2024; Co-Chair: Charlotte Tritch, Business, Faculty, Voting, 2025; Joseph Huber, Mathematics, CLAS, Faculty, Voting, 2024; Shaobo Li, Business, Faculty, Voting, 2026; Kelly Bellmyer, Linguistics, CLAS, Staff, Voting, 2025; Wendy Bridges, KU Calendar, Staff, Voting, 2025; Lillian Collins, Student, Voting, 2024; Casey Wallace, University Registrar, Ex-officio, Voting; Lynne Vanahill, Director of ISS, Ex-officio, Non-voting,

FY2024 STANDING CHARGES

1. **CHARGE:** 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)

ACTION: An email notice was sent to all faculty and GTA's on August 15, 2023 and January 11, 2024 reminding them of final exam rules, Religious Observances, guidance for Study Week and accommodations for students that serve in the military.

2. **CHARGE:** 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.

ACTION: The Committee reviewed and acted on 4 requests for exceptions or special exams:

- Rejected request to Change a Final Exam Time for AAAS 106: the request fell outside of Calendar Committee jurisdiction (Fall 2023)
- Approved request for a Special Exam for ACCT 321 (Fall 2023)
- Approved request for a Special Exam for BUS 150 (Spring 2024)

- Approved exception for Stop Day and Final Exam Period for COMS 130 (Spring 2024)

The Co-chairs reviewed and acted on 3 requests:

- Approved exception to Stop Day and Final Exam Period for: student athletes competing or traveling to competition during stop day and finals week (Fall 2023) due to past precedence
- Approved a request for Special Exam for FIN 448 for: rescheduling due to ice (Fall 2023)
- Approved exception to Stop Day and Final Exam Period for: student athletes competing or traveling to competition during stop day and finals week (Spring 2024) due to past precedence
- Approved request to stay at Fieldsite after Final Exam Period to make up lost hours over the semester (Spring 2024) due to past precedence.

Additionally, the committee voted to adjust the summer 2024 term to start on Monday June 3, instead of the traditional Tuesday start to the term, to accommodate the Juneteenth holiday in the summer schedule.

FY2024 SPECIFIC CHARGES

1. **CHARGE:** Explore options for moderating student workload during the final week of courses caused by the accumulation of major unit exams and projects, as well as other university deadlines and obligations (e.g., student housing, graduation, teaching) (see FY2023 final report).

ACTION: The committee met in October 2023 to discuss the specific charge. Casey Wallace, University Registrar and ex officio member of the committee, brought up a challenge facing her office that may be compounding the student workload issue. There was discussion among registrar representatives at a recent AAU conference about the observed shift since the pandemic from traditional, in-person final exams to other types of final assessment. These include final projects due during either the last week of classes or finals week, as well as finals taking place during finals week but online. Courses that have such alternative forms of final assessment are still assigned a classroom for their scheduled final exam, since the Registrar's Office does not have this information. Such classrooms are therefore going unused during a time when campus space is impacted due to the need for common exams, short-term courses that extend through finals week, and more. The committee theorizes that this shift in final exam timing and modality could also be creating the increased student workload during the last week of classes that is brought up in Specific Charge #1.

To address Specific Charge #1, the committee discussed expanding [USRR 1.3.4](#) to include normal exams throughout the entire semester, rather than only final exams during finals week. However, the committee does not want to recommend a policy change until it has data rather than anecdotal evidence that students are experiencing an increased workload during the last week of classes.

Student Affairs assisted the committee utilizing Jayhawk GPS to conduct a text-based survey of students, with versions of the following questions during both Fall 2023 and Spring 2024:

1. How many classes are you taking?
2. How many of these classes have major exams or large projects due during the last week of classes?
3. How many of these classes have final exams or large projects due during finals week?
4. How many of these classes have in-person final exams?
5. How many of these classes have online final exams?

At the time of this report, Spring 2024 responses were not yet available, and the committee has requested some additional information from Student Affairs regarding the opportunity to cross-reference some of the responses. However, preliminary review of the 1,894 student responses from Fall suggests that many students have multiple exams scheduled or major projects/assignments due the week before finals.

In addition to gathering data from students, the committee also wants to survey instructors. However, we are aware that other surveys are currently being distributed to faculty and want to avoid survey fatigue. The committee is also cognizant of concerns among faculty regarding autonomy over their courses.

SUGGESTION FOR CHAIR

Charlotte Tritch will chair the committee again for FY2025.