Academic Calendar Committee
2018-2019

Members:
Heather Hagan – College of Education, Chair-elect (2019-2020)
Wanda Dooley – College of Science
Mitchell Church – College of Business
Emma Howes – University College, Chair
Mariam Dekanozishvili – College of Humanities & Fine Arts
Vacant – Library
Dan Lawless, Ex officio, Registrar

Student representatives:
Vacant

Charge of the committee:
The duties of this committee are to establish the dates on which the classes of each term will begin and end. Holidays and days off will be determined with due consideration of the number of classroom hours each class will meet. This committee will also establish the dates and times of final examinations.

Meetings:
The committee met in November and February.

Committee Report:
• The committee approved and submitted the academic calendar for 2023-2024 for voting in Faculty Senate during the May 2019 meeting; the calendar was passed. Because we are within our 3-5 year goal for future calendars (2023-2024 being 5 years from 2018-2019), we decided to aim for one academic calendar per year for this year and possibly next. Calendars will ideally be presented at the Fall meeting and voted on (with subsequent submission to Faculty Senate) during the Spring meeting.
• The committee continued reviewing and reformatting guidelines for developing academic calendars. In 2017-2018 we consolidated documents from the committee’s archives and the guidelines used by the Office of the Registrar for establishing the parameters of Fall, Fall I & II, Wintermester, Spring, Spring I & II, Maymester, and Summer I & II terms. In addition to the Guidelines document, we also constructed a “Steps to Creating a Calendar” document, which outlines specific steps to putting together Academic Calendars using the Guidelines. These documents were presented at the February meeting and members used both to check dates of the 2023-2024 calendar for our vote. Suggestions were made to both and revisions were completed for documents posted on Moodle.

Three committee members are rotating off the committee, including Wanda Dooley, Mitchell Church, and Emma Howes, resulting in three new members for next year. New members for next year include Wanda Dooley (College of Science) and Bomi Kang (College of Business). Heather Hagan was elected Chair during the February 2019 meeting and will take over in the Fall of 2019.