Academic Calendar Committee
2017-2018

Members:
Heather Hagan – College of Education
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 September, November, January, March, and April.

Committee Report:
- The committee approved and submitted academic calendars for 2020-2021, 2021-2022, and 2022-2023 for voting in Faculty Senate over the course of the school year. We also revised the 2019-2020 academic calendar, which was approved by the committee and Senate during the 2016-2017 school year. The revision added a Study Day to both the regular Fall and Spring semesters, as well as providing slight adjustments to Fall and Spring I & II (all four) and changing the start of Spring 2020 to a Monday to preserve the start and finish dates of Maymester and Summer I & II. The addition of Study Days was in response to a request from the Provost to ensure that all calendars have Study Days for regular semesters (the request was for the 2020-2021 calendar, but was extended to include a revision of the 2019-2020 calendar). The committee does not have a direct policy concerning Study Days. There was discussion within the committee as to whether Study Days were necessary, but due to the Provost’s request, the revisions were made and the Days are included in subsequent academic calendars.
- As a committee, we also discussed calendars with Wednesday start dates, which occurs for a few years beginning in 2019-2020 when August 16th falls on a Thursday-Monday during a calendar week. Because the committee determined alongside HR in 2014-2015 that faculty could not be required to work before August 16, and two full days are needed for Orientation after this date before the semester starts, some academic calendars must start on Wednesday to get the required class meetings during the semester. The committee determined that when available, we would use Monday start dates, with the recognition that this is not a rule that can be enforced every year.
- Academic Calendars for 2022-2023 and 2023-2024 are slated for email vote in April and submission to Faculty Senate in July 2018.
The committee began reviewing and reformatting guidelines for developing academic calendars. This includes a consolidation of 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. A discussion of the consolidated document began during our April 2018 meeting and will be picked up again during our first fall meeting of 2018. Guidelines establish start and end dates for each term during which Coastal holds classes, articulating the required minimum for the days and meeting times of classes, as well as typical holidays the University observes. In addition, they reinforce the role of the Provost’s office to establish dates for Commencement at the end of each term.

The committee now has a Moodle page to manage documents and make them centrally available to members for review or editing.

All committee members have at least one more year on their term, so the committee will not change membership next year. Emma Howes was elected Chair during the September 2018 meeting and will continue on next year in this position.