

**Academic Calendar Committee  
2022-2023**

**Members:**

Wanda Dooley—College of Health and Human Performance  
Thomas Hoffman— Gupta College of Science  
Kurt Hozak – Wall College of Business  
Kristal Curry – Spadoni College of Education and Social Sciences, Chair  
Steven Hamelman – Edwards College of Humanities and Fine Arts  
Honors College – Vacant  
Library – Vacant

**Ex officio (non-voting)**

Registrar designee - Samantha Sullivan  
Bursar designee – Sarah Weaver

**Students (non-voting)**

Joaquin Hinojosa  
Lyndsey Gilbert

**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 elected a chair during the first meeting of the 2022-2023 academic year. The committee met: October 13, 2022, November 10, 2022, December 8, 2022, January 19, 2023, February 16, 2023 and March 16, 2023.

**Committee Report:**

- The calendar committee discussed two primary tasks for the year during the October 2022 meeting. First, the guidelines for developing academic calendars that had been passed down from previous years included multiple documents that required combining, updating, and clarifying. The committee determined to take on this task in fall, and meetings in October, November and December were primarily taken up with this task.
- The second annual task we discussed at the beginning of the year was to develop a calendar for academic year 2025-2026. Academic calendars have been approved by Senate through Academic year 2024-2025. As of the 2021-2022 committee, guidance from administration had indicated that calendar committee should develop calendars 3 years in advance.
- In January 2023, the Provost was a guest at the calendar committee meeting. He indicated that calendars should not be developed 3 years in advance, but instead should be developed 18 months in advance. This more recent guidance meant that the committee's plan to develop the 2025-2026 calendar in the spring should be pushed back a year. Instead, the Provost (in consultation with the Registrar's Office), requested that the calendar committee create a Senate motion to amend the Spring 2024 calendar to begin the Wednesday after MLK Day. This would support transfer students and offices that provide student support at the beginning of the semester. The Provost also suggested this could support learning during Wintermester by lengthening this term. The committee noted that in order to meet the guidelines for calendar development, one of two things would have to happen to push the calendar back to the Wednesday after MLK Day: either the summer terms would all need to be pushed back, or the exam schedule would need to be reconsidered so the last week of class could be counted as term

days. The Provost indicated that either of these options could be brought to Senate by the calendar committee for discussion. He was supportive of changing summer to be two terms instead of three, or starting all summer terms a week later in order for Spring to start the Wednesday after MLK Day. He was also supportive of reconsidering whether Final Exams needed to be indicated on the Academic Calendar, and also suggested this would be a good discussion to have at Senate.

- In February 2023, the calendar committee met to discuss the options presented by the administrators at the January meeting. The options were: 1. Present no motion, 2. Present a motion to change the Spring 2024 calendar only, 3. Present a motion to change the Wintermester 2023/2024 and Spring 2024 calendar, 4. Present a motion to change the Spring 2024 and Summer 2024 calendar, and 5. Present a motion to change the Wintermester 2023/2024, Spring 2024, and Summer 2024 calendars.
  - The committee reviewed results of the Academic Affairs survey conducted in February 2023 related to Calendar. The survey received a 72.7% response rate, and indicated that 68.5% of responders would support a schedule change allowing for the semester to be shortened that might require faculty to redesign exams. In addition, 73.7% of responders supported a Spring academic schedule beginning after MLK Day.
  - The committee discussed that since the motion to begin after MLK Day was being requested by administration and had the support of the faculty based on the survey results, a motion to alter the approved academic calendar for Spring 2024 should be sent to Senate.
  - Given that this motion would not be able to be reviewed until March 2023, the committee decided not to attempt to change any other term besides Spring 2024. Maymester includes multiple study abroad programs that are planned far in advance, and changing the dates for May only a year in advance did not seem to provide enough time for these programs to adjust.
  - The committee voted to submit a calendar as close as possible to the already approved Spring 2024 calendar. Following the results of the survey, the calendar did not indicate a Final Exam week in the academic calendar, but simply identified the last day of the semester as the end of term. The Registrar rep for the committee noted that departments would still be able to request a final exam, but that until they knew how many departments would be requesting a traditional final exam block, there was no way to know exactly what the process would look like.
- At the March 2023 meeting, the committee welcomed the newly elected student members to their first meeting (only one was able to attend). We reviewed the motion that was going to be heard at Senate, and heard the student rep's opinion on it (the student was supportive). The current chair is rolling off the committee, so the committee voted and approved Tom Hoffman to chair calendar committee for the 2023-2024 term.
- The calendar committee motion to Senate was discussed at the March 29<sup>th</sup> Senate meeting. No vote was taken on the motion following discussion, and the motion was tabled.
- The committee met via email following the Senate meeting, and agreed to withdraw the motion. The concerns raised at the Senate meeting about not knowing how needed final exam blocks would be scheduled without an official final exam period were valid. In the March 30<sup>th</sup> email to the Senate Chair expressing our decision to withdraw the motion, the committee noted that if administration continues to be interested in pushing back Spring terms after MLK Day, the same two possibilities exist. The term could push back summer terms, but then would need to be changed in time for Maymester study abroad programs to adjust. Final exams could also be reconsidered, but a plan for this should be established before making the request of calendar to make this adjustment to the dates.
- With the withdrawal of the Senate motion and approved academic calendars already in place meeting the new suggestion by the administration that calendars should be developed 18 months in advance, the Calendar Committee concluded their business for the academic year.