

**Senate Council Ad-Hoc Committee on Calendars  
Follow-up Report\*  
October 20, 2015**

Committee Members

Kevin Real, Communication and Information, chair  
Margaret Bausch, Education  
Sharon Lock, Nursing  
David Timoney, Registrar

Update

On April 11, 2015, Guest Kevin Real (CI/Communication) presented the final report (see below) of the SC's ad hoc Calendar Committee. Guest Margaret Bausch (ED/Early Childhood, Special Education, and Rehabilitation Counseling), who chaired the previous ad hoc calendar committee in 2012, also attended. Real and Bausch explained how both final reports were complementary. The SC discussed the report but focused on a trial run of a 12-week summer semester. During discussion the SC posed a couple follow up questions and asked the Calendar Committee to find the answers.

**Questions from SC:**

1) Can the Registrar's office facilitate delivery of multiple start dates?

ANSWER: Yes, SAP is flexible enough to do this.

2) Can the Registrar's office prevent students from registering for courses with overlapping start/stop dates?

ANSWER: Yes, this is system default.

3) Can the Registrar's office facilitate location of rooms for courses for programs with no departmentally controlled classroom space?

Answer: There will be plenty of space in Summer.

4) How many simultaneous hours should students be allowed to take;

ANSWER: Per Senate Rule 5.2.2., the maximum load for undergraduate students in any combination of the four and eight week sessions/terms shall be thirteen (13) credit hours. The maximum load for graduate students in any combination of the four and eight week sessions/terms shall be twelve (12) credit hours.

5) How many hours can a student take, total, in a 12-week summer session?

ANSWER: In line with 5.2.2., 13 hours for undergraduates and 12 hours for graduate students.

David Timoney met with staff involved with the Registrar's office and the staff raised further questions for our committee

1) Financial Aid: What about courses offered outside semester?

ANSWER: Keep main campus courses within boundaries of semester

2) Financial Aid: What about withdrawing from class?

ANSWER: See algorithm from 2012 report for when students can drop course.

3) What will happen with orientation for new/transfer students?

ANSWER: Suggest that that be kept in place

Issues that need be hashed out

4) Will there be dorms available for students?

ANSWER: See housing

5) What type of billing issues will there be in regards to FY?

ANSWER: May affect summer revenue FY split

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**Final Report  
April, 11, 2015**

Charge

At the Senate Council meeting on October 27, 2014, the SC approved the charge (below) to the ad hoc Committee on Calendars.

- Review the report from the 2012 ad hoc Committee on Calendars.
- Liaise with the SAPPC to coordinate that committee's review of standardized meeting patterns and any intersections with issues discussed by the new ad hoc Committee on the University Calendar.
- Present SC with recommendations about the 2012 ad hoc committee's report, including limitations, prioritizations, and implementation plans.
- Create and suggest alternatives, if appropriate, to the recommendations from the 2012 ad hoc committee.

Activities

- 1) Reviewed the report from the 2012 ad-hoc Committee on Calendars. This report recommended the adoption of a policy that would allow for courses to meet during the Fall, Spring, and Summer semesters in accelerated formats of varying lengths. Using a complex algorithm, possibilities for classes that met for 16, 12, 8, 6, 4, 2, and 1 week were developed.
- 2) Liaised with the SAPPC to coordinate the committee's review of the standardized meeting pattern. We did this by introducing the issues related to the standardized meeting pattern within the ad-hoc committee on calendars. David Timoney and Kevin Real participated in both committees and were familiar with the standardized meeting pattern.
- 3) As the committee worked, we engaged and considered a number of elements of the calendars proposal. As such, we distilled the issues down to:
  - A. College and department autonomy
  - B. Summer as single or multiple terms
  - C. Implementation of proposal
  - D. Classroom availability

Recommendations:

We in favor of allowing departments and colleges more flexibility with offering part-of-term courses. We are also in favor a single summer term.

- A. Colleges and departments can offer courses using the schedules they need to use, within reasonable structural guidelines.
- B. Create a single summer term. Doing this will allow department and college programs more flexibility with offering part-of-term courses during the summer.
- C. As an experiment, limit the implementation of the proposal to the newly-created single summer session.
- D. Address summer classroom availability in the following ways:

- 1) Programs use the classrooms they control for these courses.
  - 2) Programs will need to coordinate with the Registrar to see if there are other departments that want to do the same. Perhaps these other departments could share the same classroom if their part-of-term courses are sequenced appropriately.
- E. The structure of summer is important and issues will need to be addressed. Our committee believes the following should guide scheduling:
- 1) Having a scheduling structure in place that enables students to easily take other classes is good
  - 2) Those depts/colleges that wish to offer courses on different timetables will need formal approval from their Deans.
- F. The registrar's office believes we need to retain these options in order to have some structure for a one term summer session.
- Summer I 2015: 05/12/2015 to 06/09/2015
  - Summer II 2015: 06/11/2015 to 08/06/2015
  - First 4 weeks: 05/12/2015 to 06/09/2015
  - First 6 weeks: 05/12/2015 to 06/23/2015
  - Second 4 weeks: 06/11/2015 to 07/10/2015
  - Second 6 weeks: 06/25/2015 to 08/06/2015
  - Third 4 weeks: 07/13/2015 to 08/06/2015

#### Additional Considerations

##### Fall and Spring

For the fall and spring semesters, classroom resources are currently much too limited to be able to offer more part of term sections. In order to offer more part-of-term courses for these semesters, a concerted effort must be made by all departments and colleges to offer sections that maximize the utilization of a classroom throughout the entire semester. For example, programs could coordinate their schedule of part-of-term courses so that one part-of-term courses takes place for the first half of the semester in a classroom and another one takes place during the second half of the semester in the same classroom. Greater dialogue needs to occur with all colleges in order to make it work for the fall and spring semesters