

MEMORANDUM

TO: Faculty Senators and Alternates

FROM: Lori Lee
Faculty Senate

DATE: 11 April 1996

Attached are two Committee reports that will be discussed at the upcoming Faculty Senate meeting scheduled for **Tuesday, 16 April 1996**. Please review these documents prior to the meeting. Thank you!

FACULTY SENATE

AGENDA ADDENDUM

Tuesday, 16 April 1996, at 2:10 p.m.
in the Mendenhall Student Center Great Room.

V. Report of Committees

- B. Calendar Committee, John Crammer
Fall 1996, Spring 1997, and Summer 1997 Weekend University Calendars
(attachment 1).
- C. Faculty Governance Committee, Jim Joyce
Clarification of *ECU Faculty Manual*, Appendix D. in reference to absentee ballots
and balloting by mail (attachment 2).

***(Please add this information to the full Faculty Senate agenda
that was distributed to you earlier in the month. Thank you!)***

CALENDAR COMMITTEE REPORT

WEEKEND UNIVERSITY CALENDAR

Revisions (noted in bold print) have been made to the attached
 Fall 1996, Spring 1997, and Summer 1997 calendars.

WEEKEND UNIVERSITY CALENDAR

AY 1996-97

The 1996-97 calendar for the Weekend University is that of the University. The weekends classes will meet, class times, and the exam schedule are as follows:

Fall 1996

WKED #1 August 23-24
 WKED #2 May 23-24
 Holiday August 30-31
 WKED #2 September 6-7
 WKED #3 September 13-14
 WKED #4 September 20-21
 WKED #5 September 27-28
 WKED #6 October 4-5
 WKED #7 October 11-12
 Fall Break October 18-19
 WKED #8 October 25-26
 WKED #9 November 1-2
 WKED #10 November 8-9
 WKED #11 November 15-16
 WKED #12 November 22-23
 Holiday November 29-30
 WKED #13 December 6-7
 WKED #14 December 13-14 (Exams)

Spring 1997

WKED #1 January 17-18
 WKED #2 January 24-25
 WKED #3 Jan. 31 - Feb. 1
 WKED #4 February 7-8
 WKED #5 February 14-15
 WKED #6 February 21-22
 WKED #7 Feb. 28 - Mar. 1
 WKED #8 March 7-8
 Spring Break March 14-15
 WKED #9 March 21-22
 Holiday March 28-29
 WKED #10 April 4-5
 WKED #11 April 11-12
 WKED #12 April 18-19
 WKED #13 April 25-26
 WKED #14 May 2-3 (Exams)

Summer 1997

WKED #1 May 16-17
 WKED #3 May 30-31
 WKED #4 June 6-7
 WKED #5 June 13-14
 WKED #6 June 20-21
 WKED #7 June 27-28
 Holiday July 4-5
 WKED #8 July 11-12
 WKED #9 July 18-19
 WKED #10 July 25-26
 WKED #11 August 1-2 (Exams)

Fall and Spring Semester Class Meeting Times

Friday 6:30 p.m. - 9:30 p.m.
 Saturday 8:00 a.m. - 11:00 a.m.
 Saturday 11:15 a.m. - 2:15 p.m.
 Saturday 2:30 p.m. - 5:30 p.m.

Summer Session Class Meeting Times

Friday 6:00 p.m. - 10:00 p.m.
 Saturday Mornings 8:00 a.m. - 12:00 noon
 Saturday Afternoons 1:00 p.m. - 5:00 p.m.

The above calendar overview is being provided to you by the Director of the Weekend University for your information, no action is necessary.

Faculty Senate Agenda
 16 April 1996
 Attachment 1
 Calendar Committee Report

FALL SEMESTER 1996

(Actual class days: 14 Mondays, 15 Tuesdays, 15 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays)

June 3, Monday	Last day to apply for admission to Graduate School for the fall semester
August 2, Friday	Last day to pay or secure fall semester fees without penalty
August 19, Monday	Faculty meetings; schedules canceled for all who have not paid fees by 4:00 P.M.
August 20, Tuesday	Registration and schedule changes
August 21, Wednesday	Class begin; late registration; schedule changes
<u>August 23, Friday</u>	<u>Weekend University classes begin</u>
<u>August 26, Monday</u>	<u>Last day for Weekend University schedule changes (drop and add)</u>
August 27, Tuesday	Last day for late registration and schedule changes (drop and add)
August 28, Wednesday	Last day for schedule changes (add only)
August 29, Thursday	Last day to apply for graduation in December
<u>August 30, Friday</u>	<u>6:30 p.m. - Weekend University Labor Day holiday begins (no classes)</u>
September 2, Monday	Labor Day holiday (no classes)
October 2, Wednesday	Last day for undergraduate students to drop a term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
<u>October 7, Monday</u>	<u>Last day for undergraduate students to drop a Weekend University course or to withdraw from school without grades.</u>
October 17-20 Thursday - Sunday	Fall break
October 21, Monday	8:00 A.M. - Classes resume
November 11, Monday	Early registration for spring semester 1997 begins
November 15, Friday	Last day to remove incompletes given during spring and/or summer session 1996
November 25, Monday	Last day for graduate students to drop courses without grades
November 26, Tuesday	Last day to submit thesis to Graduate School for completion of degree in this term
November 27-December 1 Wednesday - Sunday	Thanksgiving break
December 2, Monday	8:00 A.M. - classes resume
December 7, Saturday	<u>All Classes end</u>
December 7, Saturday	Commencement
December 9, Monday	Regular exams begin
<u>December 13-14</u> <u>Friday - Saturday</u>	<u>Weekend University class exams</u>
December 14, Saturday	7:00 P.M. Exams for fall semester close

SPRING SEMESTER 1997

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays, 14 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays)

October 15, Tuesday	Last day to apply for admission to Graduate School for the spring semester
December 6, Friday	Last day to pay or secure spring semester fees without penalty
January 9, Thursday	Schedules canceled for all who have not paid fees by 4:00 P.M.
January 10, Friday	Registration and schedule changes
January 13, Monday	Classes begin; late registration; schedule changes
January 17, Friday	Last day for late registration and schedule changes (drop and add); 6:30 p.m. Weekend University class begins
January 20, Monday	State Holiday (no classes)
January 21, Tuesday	Last day for schedule changes (add only)
<u>January 21, Tuesday</u>	<u>Last day for Weekend University schedule changes (drop and add)</u>
January 22, Wednesday	Last day to apply for graduation in May
February 24, Monday	Last day for undergraduate students to drop term-length courses or <u>Weekend University students to drop Weekend University courses</u> or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
March 9-16	Spring break
Sunday - Sunday	
March 17, Monday	8:00 A.M. - Classes resume
March 25, Tuesday	State holiday makeup day (Classes which normally would have met on Friday, March 28, will meet on this day so that there will effectively be the same number of Tuesdays and Fridays as every other weekday during the semester; Tuesday classes will not meet.)
March 28-29	State holiday (no classes)
<u>Friday-Saturday</u>	
March 31, Monday	Early registration for summer sessions and fall semester
April 8, Tuesday	Last day to remove incompletes given during fall semester 1996
April 17, Thursday	Last day for graduate students to drop courses without grades
April 18, Friday	Last day to submit thesis to Graduate School for completion of degree in this term
<u>April 26, Saturday</u>	<u>Weekend University classes end</u>
April 29, Tuesday	Classes end
April 30, Wednesday	Reading day
May 1, Thursday	Regular exams begin
<u>May 2-3</u>	<u>Weekend University class exams</u>
<u>Friday-Saturday</u>	
May 8, Thursday	7:00 P.M. - Exams for spring semester close
May 10, Saturday	Commencement

Faculty Senate Agenda
 16 April 1996
 Attachment 1
 Calendar Committee Report

SUMMER SESSIONS 1997

FIRST TERM

(Actual class days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

March 17, Monday	Last day to apply for admission to Graduate School for first summer term
May 16, Friday	Schedules canceled for all who have not paid fees by 4:00 P.M.
May 19, Monday	Registration and schedule changes
May 20, Tuesday	Classes begin; late registration; schedule changes
May 21, Wednesday	Last day for late registration and schedule changes (drop and add) for first term
May 22, Thursday	Last day for schedule changes (add only)
June 2, Monday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 17, Tuesday	Last day for graduate students to drop courses without grades
June 23, Monday	Classes end
June 24, Tuesday	Final examinations

SECOND TERM

(Actual class days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 4 Fridays, 1 day for Registration, 1 day for Final Exams)

May 1, Thursday	Last day to apply for admission to Graduate School for second summer term
June 24, Tuesday	Schedules canceled for all who have not paid fees by 4:00 P.M.
June 25, Wednesday	Registration and schedule changes
June 26, Thursday	Classes begin; late registration; schedule changes
June 27, Friday	Last day for late registration and schedule changes (drop and add) for second term
June 30, Monday	Last day for schedule changes (add only)
July 4, Friday	State Holiday (no classes)
July 10, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 21, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session
July 25, Friday	Last day for graduate students to drop courses without grades
July 31, Thursday	Classes end
August 1, Friday	Final examinations

WEEKEND UNIVERSITY CLASSES SUMMER SCHEDULE 1997

(Actual class days: 10 Fridays, 10 Saturdays, 2 days for Final Exams)

May 16, Friday	Weekend University registration and schedule changes; Weekend University classes begin
May 19, Monday	Last day for Weekend University class schedule changes (drop and add)
June 9, Monday	Last day for Weekend University students to drop a Weekend University class or to withdraw from school without grades
July 4-5 Friday-Saturday	6:30 p.m. State holiday begins (no classes)
July 26, Saturday	Weekend University classes end
August 1-2 Friday-Saturday	Weekend University class exams

FACULTY GOVERNANCE COMMITTEE REPORT

CLARIFICATION OF *ECU FACULTY MANUAL*, APPENDIX D, IN REFERENCE TO ABSENTEE BALLOTS AND BALLOTING BY MAIL

(Both reports are for information only.)

Absentee Ballots

At the 5 December 1995, Faculty Senate meeting, the body requested the Faculty Governance Committee to review the issue of *Appendix D* not providing a provision for absentee ballots when units do not have enough members to constitute a mail ballot.

The spirit of *Appendix D* is to involve all appropriate faculty in personnel recommendations. The making of personnel recommendations is an important professional duty. The meeting of the appropriate deliberative body should be scheduled when all appropriate faculty are available. The Faculty Governance Committee, at this time, chooses not to consider a revision of *Appendix D* to allow for "absentee" ballots.

Balloting By Mail

At the 20 February 1996, Faculty Senate meeting, a question was posed concerning procedures for balloting by mail.

It is the Committee's understanding that the requirement of the use of certified mail for mail balloting allowed in *Appendix D* was added at the insistence of the General Administration. It is also our understanding that this requirement was to protect the University in verifying that the ballots were mailed, not that they were received by the individual faculty member. The Committee believes that *Robert's Rules of Order* provides adequate security measures to ensure that all appropriate members have an opportunity to vote. The Committee chooses not to recommend any revisions of *Appendix D* at this time.