

C. Calendar Committee, Charles Lesko

Keep

Good Afternoon:

Before I begin with the Committee items before you, I would like to take this opportunity to personally thank my fellow committee members and the supporting staff for their dedication and commitment to improving the process of creating and annually presenting our University Calendar. On the surface, our committee charge is simply – “consider calendar matters for university units”. However, the complexity of that charge is clearly evident in the numerous attachments you see before you today. As you can imagine, a great deal of time, energy and forethought have gone into the efforts before you today. I thank my fellow committee members for their service as a conduit for faculty and staff to exchange ideas and information that affects all of us here at ECU.

I have before you a total of 6 proposal items for consideration this afternoon with their respective attachments 5 through 10.

**1. Proposed Revisions to Guidelines for Setting University Calendars and Scheduling Lecture and Discussion Classes (attachment 5).**

I would like to call your attention now to Attachment 5: Proposed Revisions to Guidelines for Setting University Calendars and Scheduling Lecture and Discussion Classes.

The calendar committee's guidelines have not been update for more than a decade. Based on several recently approved decisions regarding the scope to the Universities Calendar and changes that have occurred over the past 12 years, the committee is now presenting an updated set of Guidelines for the future development of University calendars. The adjustments to the guideline are indicated in **bold** for your review.

**2. Proposed New Guidelines for Creating and Maintaining University Student Application/Processing Deadlines (attachment 6).**

I would like to call your attention now to Attachment 6: Proposed New Guidelines for Creating and Maintaining University Student Application/Processing Deadlines.

This is an entirely new guideline based on the approved changes to the university calendars moving forward. Many of the administrative dates will now be moved to a separate document referred to as: University Student Application/Processing Deadlines. You will note that the University registrar is task with drafting this document and it is reviewed by the calendar committee.

**3. Proposed New Format for University Academic Calendars (attachment 7).**

Next, I would like to call your attention to Attachment 7: Proposed New Format for University Academic Calendars. This new calendar format supports all the critical events, dates and semester policies for Summer, Fall, and Spring semester sessions.

**4. Formal Faculty Advice on Format for New Student Application/Processing Deadlines (attachment 8).**

And now please move to Attachment 8: Formal Faculty Advice on Format for New Student Application/Processing Deadlines.

Attachment 8 is an entirely new format that provides a guide for the development of the New Student Application/Processing Deadlines document.

**5. Proposed 2014-2015 University Academic Calendar (attachment 9).**

Next, I would like to call your attention now to Attachment 9: Proposed 2014-2015 University Academic Calendar.

This new proposed calendar follows the new format outlined in attachment 7 and updated guidelines outlined in attachment 5.

**6. Proposed revisions to 2013/2014 approved University Academic Calendars to reflect change to last day for graduate students to drop courses without grades (attachment 10).**

As the committee's final proposal today, I would like to call your attention now to Attachment 10: Proposed revisions to the 2013/2014 approved University Academic Calendars. This editorial change is based on Chancellor Ballard's recent approval to change the last day for graduate students to drop courses without grades.