**College Calendar Committee Minutes**

**Fri 9/20/2019**

Charlotte Campus-O-117-Multipurpose Room

Collier Campus-A-103-CLASSROOM

Lee Campus-U-202B-Conference Room

**Committee Members**

Anthony Valenti Present

Sabine Eggleston Present

Julissa G. Roland Present

Kelsea R. Livingstone Present

Martin Tawil Present

Brenda Knight Unable to Attend

Joycellen Rollins Present

Sarah Clouse Unable to Attend

Danielle Orlovic Unable to Attend

Bonnie Lawler Present

Susan Bronstein Present

Martin McClinton Present

1. Issues in the College Calendar identified by the committee members
   1. Possible alignment with School Boards’ holidays, especially Spring Break

* Better serve student who have children
* Better serve education majors, who have to complete internships in the school
* Possible issue with 5 different School Boards having different holidays (though Calendars presented show alignment for the 2020-21 AY)
* Semester would be unevenly split between before and after Spring Break (e.g. 9 weeks and 5 weeks); Session B could be split by Spring Break
  1. Number of classes sessions in the minimesters
  + Unequal and short minimesters are problematic for offering some classes; current schedule effect the ability for School of Ed to provide Internships
  1. Number of weeks in the main semesters
  + Impacts ability to provide 135 hours of clinical hours in health science programs
  1. The Wednesday before Thanksgiving
  + Student attendance is noticeable lower, especially the night classes
  + The College used to be closed on Wednesday before Thanksgiving; perhaps it was State Rule that changed that?
  1. Varying the class minutes when holidays reduce the number of class sessions
  + Many hours are spent during scheduling altering class times by a few minutes due to the impacts of holidays
  + Not aware of other institutions that have different times for, say, MW or TR classes because number of session meetings are impacted by holidays
  1. Finals exams for Minimester A and Minimester B classes
  + Last period of class could be used for the Final Exam
  + Should the exam time be added into the calculation of class minutes for the class (not currently done for Summer classes)
  + Should Minimester B Final Exam could align with full session classes or be held on the last class period?
  1. Calendar has to adhere to State Law, College Policies and Collective Negotiation Agreement, including
  + 166 duty days for Faculty
  + 208 duty days for Librarians
  + 243 duty days for staff
  + Semester start dates set out in State Rule (6A – 10.019)
  + COP for Holidays

1. Recommendations
   1. To address the item 1. e, ‘varying the class minutes when holidays reduce the number of class sessions’, the committee recommended that the class times are not changed to account for holidays; e.g. MW and TR classes will have the same number of minutes per session
   2. To speak to the existence of Final Exams for main term’s session A and B (item 1.f) and the number of weeks in the minimesters (1.b), the committee recommended that the last class period of the course should be used for the final exam so that the minimesters could contain more weeks.
2. Discussions and Items for Next Meeting
   1. The Registrar will be consulted on the length of time required by her office between minimester A and B as there was a request to minimize this to increase the instructional weeks (Item 1.b).
   2. The committee will continue the discussion of the inclusion of 110 minutes into the class session calculation for minimester and summer full term classes after looking at the impact on class length and ability to schedule classes
   3. The committee suggested that Wednesday before Thanksgiving become a study day where student can meet with their professors; if the proposed schedule for the Fall 2020 semester contains an extra Tuesday, also make the Tuesday before Thanksgiving a study day
      * Study Days before Thanksgiving are scheduled at FGCU
      * The reason for removing the Wednesday before Thanksgiving as a holiday needs to be investigated
   4. The impact of moving Spring Break to align with the School Board needs to be further discussed
   5. The issue of number of weeks in the semester and Clinical hours needs to be discussed

Action Items

1. Ask the Registrar to inform committee of processing time needed between minimesters
2. Vice Provost to provide comparison of classes times and schedule with and without the inclusion of the 110 minutes used for Final Exams for main semester classes
3. Chief Human Resources and Organizational Development Officer to investigate reason for the Wednesday before Thanksgiving being scheduled as a class day
4. Vice Provost to provide a Calendar updated with
   1. Minimesters without Final Exam weeks
   2. Spring Break to align with all 5 School Boards