**Calendar Committee Agenda**

**October 18, 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 Present

Joycellen Rollins Present

Sarah Clouse Excused

Danielle Orlovic Present

Bonnie Lawler Present

Susan Bronstein Excused

Martin McClinton Present

1. Approval of Minutes

The minutes of the September meeting were approved with no corrections identified

1. Processing Time Between Minimesters

The Registrar said that while 5 days would be better, they could work with a 3 day window between minimesters

1. Standard Class Minutes

The committee supported the use of class minutes based on one set of class meeting session rather than vary it each semester. The standard minutes are based on 14 sessions/day (28 for MW and TR classes) in the Spring and Fall semesters and, for minimesters, 7 sessions/day (14 for MW/TR class; 27 for MTWR classes – since usually one of the days is 6 sessions).

The minimesters minutes include 110 minutes for the final exam since these classes will hold their final on the last day of class.

1. Wednesday Before Thanksgiving

The addition of a Study Day on the Wednesday before Thanksgiving instead of a class session impacts this year slightly because Veterans Day is also a Wednesday; there would be 13 Wednesday sessions compared to 14 M, R, F and S sessions. There would be 15 Tuesday sessions.
The committee supported the move to have this day as a Study Day.

While not discussed at the meeting, a Study Day on a Tuesday after the first month of classes is now proposed via email to the committee, to balance out the number of Tuesdays AND provide an opportunity for Faculty to meet with student and discuss their academic progress. This would mean 14 Tuesday sessions instead of 15.

1. Spring Break Alignment

Collier County has published its 2021 Spring Break dates (March 15-21), as has FGCU (March 1 – 7). It was reported that Lee County is fairly fixed on March 15-21 and that these dates have been consistent for all 5 counties for the past few years (aligning with the end of their 3 quarter).

It was noted that aligning with the School Boards – if they could be consistent – would help with our increasing Dual Enrollment population as well as those students with children/siblings/parents who teach for the School Districts.

The committee strongly recommended moving the Spring Break to March 15-21 for 2021 even though we cannot be certain of the School Boards various dates.

1. Fall 2020 recommendations

First Faculty Workday 8/17/2020

Last Faculty Workday 12/18/2020

Full Term Mini A Mini B

First Day of Class 8/24/2020 8/24/2020 10/14/2020

Last Day of Class 12/5/2020 10/8/2020 12/5/2020

First Day of Exams 12/7/2020 Last class session

Last Day of Exams 12/12/2020 Last class session

College Closed 9/7/2020 (Labor Day)

Study Day 9/8/2020

College Closed 11/11/2020 (Veterans Day)

Study Day 11/25/2020

College Closed 11/26/2020 – 11/29/2020 (Thanksgiving)

Total Faculty Work Days 86

1. Spring 2021 recommendations

First Faculty Workday 1/4/2021

Last Faculty Workday 5/3/2021

Full Term Mini A Mini B

First Day of Class 1/6/2021 1/6/2021 3/1/2021

Last Day of Class 4/20/2021 2/23/2021 4/20/2021

First Day of Exams 4/21/2021 Last class session

Last Day of Exams 4/27/2021 Last class session

College Closed 1/18/2021 (MLK Day)

College Closed 3/15/2021 - 3/21/2021 (Spring Break)

Total Faculty Work Days 80

1. Summer 2021 recommendations

Full Term Mini A Mini B

First Day of Class 5/10/2021 5/10/2021 6/23/2021

Last Day of Class 8/2/2021 6/16/2021 8/2/2021

First Day of Exams Last Day of Class

Last Day of Exams Last Day of Class

College Closed 5/31/2021 (Memorial Day)

College Closed 7/4/2021 – 7/5/2021 (Independence Day)

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| **Appendix A Class times verses Number of Sessions****Full Terms (Fall and Spring)** |
| **Two days a week (e.g. MW or TR)**  |  | **Full Term** |
| **# of Course Contact Hours** | **# of Session Minutes \*** | **28 Sessions** | **27 sessions** | **26 Sessions** |  | **2 Days a Week (Based on 28 sessions)** |
| **1** | 750 | 0:25 | 0:30 | 0:30 |  | **3 hr** | **4 hr** | **5 hr** |
| **2** | 1500 | 0:55 | 0:55 | 1:00 |  | **1 hr 20m** | **1 h 45 m** | **2 h 15m** |
| **3** | 2250 | 1:20 | 1:25 | 1:25 |  | 0830 - 0950 | 0800 - 0945 | 0800 - 1015 |
| **4** | 3000 | 1:45 | 1:50 | 1:55 |  | 1000 - 1120 | 1000 - 1145 | 1030 - 1245 |
| **5** | 3750 | 2:15 | 2:20 | 2:25 |  | (1130 - 1200) |
| **6** | 4500 | 2:40 | 2:45 | 2:55 |  | 1200 - 1320 | 1200 - 1345 | 1300 - 1515 |
|  |  |  |  |  |  | 1330- 1450 | 1400 - 1545 |
| **One Day a Week** |  |  | 1500 - 1620 |  | 1530 - 1745 |
| **# of Course Contact Hours** | **# of Session Minutes \*** | **14 session** | **13 session** |  |  | 1630 - 1750 | 1600 - 1745 |
| **1** | 750 | 0:55 | 1:00 |  |  | 1800 - 1920 | 1800 - 1945 | 1800 - 2015 |
| **2** | 1500 | 1:45 | 1:55 |  |  | **One Day a Week (Based on 14 Sessions)** |
| **3** | 2250 | 2:40 | 2:55 |  |  | **3 hr** | **4 hr** | **5 hr** |
| **4** | 3000 | 3:35 | 3:50 |  |  | **2 h 40 m** | **3 h 35 m** | **4 h 30 m** |
| **5** | 3750 | 4:30 | 4:50 |  |  | 0830 - 1110 | 0800 - 1135 | 0800 - 1230 |
| **6** | 4500 | 5:20 | 5:45 |  |  | 1200 - 1440 |
|  |  |  |  |  |  | 1500 - 1740 | 1200 - 1535 | 1300 - 1730 |
|  |  |  |  |  |  | 1800 - 2040 | 1800 - 2135 | 1800 - 2230 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Minimesters Terms (Fall and Spring)** |
| **Four days a week (e.g. MTWR)**  |  | **Minimesters** |
| **# of Course Contact Hours** | **# of Session Minutes \*** | **28 Sessions** | **27 sessions** | **26 Sessions** |  | **4 Days a Week (Based on 27 sessions)** |
| **1** | 860 | 0:30 | 0:30 | 0:35 |  | **3 hr** | **4 hr** | **5 hr** |
| **2** | 1610 | 1:00 | 1:00 | 1:00 |  | **1 hr 25m** | **1 h 55 m** | **2 h 25m** |
| **3** | 2360 | 1:25 | 1:25 | 1:30 |  | 0830 - 0955 | 0800 - 0955 | 0800 - 1025 |
| **4** | 3110 | 1:50 | 1:55 | 2:00 |  | 1000 - 1125 | 1000 - 1155 | 1030 - 1255 |
| **5** | 3860 | 2:20 | 2:25 | 2:30 |  | (1130 - 1200) |
| **6** | 4610 | 2:45 | 2:50 | 2:55 |  | 1200 - 1325 | 1200 - 1355 | 1300 - 1525 |
|  |  |  |  |  |  | 1330- 1455 | 1400 - 1555 |
| **Two Days a Week** |  | 1500 - 1625 |  | 1530 - 1755 |
| **# of Course Contact Hours** | **# of Session Minutes \*** | **14 session** | **13 session** | **12 session** |  | 1630 - 1755 | 1600 - 1755 |
| **1** | 860 | 1:00 | 1:05 | 1:10 |  | 1800 - 1925 | 1800 - 1955 | 1800 - 2025 |
| **2** | 1610 | 1:55 | 2:05 | 2:15 |  | **Two Days a Week (Based on 14 sessions)** |
| **3** | 2360 | 2:50 | 3:00 | 3:15 |  | **3 hr** | **4 hr** | **5 hr** |
| **4** | 3110 | 3:40 | 4:00 | 4:20 |  | **2 h 50 m** | **3 h 40 m** | **4 h 35 m** |
| **5** | 3860 | 4:35 | 4:55 | 5:20 |  | 0830 - 1120 | 0800 - 1140 | 0800 - 1235 |
| **6** | 4610 | 5:30 | 5:55 | 6:25 |  | 1200 - 1450 |   |   |
|  |  |  |  |  |  | or 1330 - 1620 | 1300 - 1640 | 1300 - 1735 |
|  |  |  |  |  |  | 1800 - 2050 | 1800 - 2140 |   |