

Academic Calendar Committee Meeting October 14, 2015

In attendance: Tiffany Evans, LuAnn Smith, David Morin, Frank Young, Sherry Harward, Lisa Price, Maureen Andrade, Sara Spencer, Mark Bracken, Andrew Stone, Chris Alldredge, Newell Dayley, Jamie Johnson, Cynthia Wong, Shauna Reher

Introductions

- Welcome from Tiffany Evans.
- The committee was reorganized when the Academic Scheduling and Curriculum Office was.
- Committee members introduced themselves.

Binder

Materials in the binder can be referred to as needed:

Purpose: Outlines committee make-up & responsibilities

Membership List: Committee member contact list

Latest Memo President's Council: last approved by Board of Trustees

UVU Upcoming Calendars: Future calendars for UVU and future years

USHE Calendars: USHE institution calendars

Mountainland Calendar Info: K-16 Alliance

The Mountainland group was trying to align all spring breaks. We changed our Spring Break to better fit the needs of our students, however this causes problems with concurrent enrollment and live interactive classes.

Agendas

Minutes

UVU Calendars

- Review the UVU calendars. Changes were approved in Trustee's meeting in June.
- Map out the next three years this upcoming year.
- Committee will meet and address issues as they arise.
- January and August are the most important because they set the calendar for the semester.

Academic Calendar Recommendations

1. 72 instructional days in Fall and Spring and the equivalent in Summer.

- a. Total days and minutes of instruction do not include finals week, but will only count time in class/lecture.

- Northwest is our accreditation agency so we must follow accreditation guidelines.
- We have 72 instructional days plus 4 days of finals.
- Investigating other USHE institutions. Most count finals week as instruction days.
- We do have a little flexibility to cut on instruction days.
- See attached USHE institution instruction day handout.

2. At least one week between semesters

- a. Two weeks between Summer and Fall
- b. Three weeks between Fall and Spring
- c. One week between Spring and Summer

- Does facilities need this time?
- Need to do what is best for students and all campus stakeholders.
- Committee members to get input from their areas of campus.

3. Similar distribution of M/T/W/R/F instructional days

4. Start semester on a Monday

- Starting the semester on a Monday was done to provide consistency for students.
- This could be adjusted if needed.
- Survey of students should be done to get student feedback on this issue.

5. Each semester will contain a week-long break followed by at least two weeks of instruction prior to Finals Week in fall and five weeks in spring.

- a. A full week for Thanksgiving Break, followed by two weeks of instruction plus finals week.
- b. A full week of Spring Break: to take place the 3rd full week after the start of second block and will be followed by five weeks of instruction plus finals week.

- This guideline is due to the block classes. It is based on how long it takes to get a class going.

6. In addition, each semester will contain 3 additional days of break, including national holidays.

- a. Labor Day and Fall Break in the Fall
- b. MLK Day, Washington & Lincoln Day, and a Reading Day to take place on the Tuesday following the Washington & Lincoln holiday, as previously requested in AAC.

- These are guidelines put in place by the previous committee
- Reading Day discussed. It would be more helpful to hold it the Friday before finals. It was implemented to balance the two semesters – should not be called a reading day. Flex day might be a better term.
- Do the semesters need to be balanced?
- Need more input on this issue.

Calendar Discussion Items

Changes to the Spring Semester need to take into account the effects on Summer Semester. The summer semester has been cut to two 6-week blocks. The Summer Advisory Board and many departments are strongly opposed to the 6-week blocks. They will not be able to offer some classes or class times have to be lengthened. This causes problems with the start times that were changed for students to prevent overlapping classes that blocked students from taking more classes.

Discussion of block classes – why are they offered?

If change the block classes UVU will have a 3 semester system.

The block model still gives students a chance to have a break.

Difficult to get faculty to teach all summer.

There are decisions to be made. The committee can ask questions and can change things. Guidelines can be revised and need to be flexible to the needs of all stakeholders.

Additional Information:

Future UEA Convention Dates

*October 20-21, 2016

October 19-20, 2017

October 18-19, 2018

October 17-18, 2019

*Our fall break does not align with UEA