

Report of the Ad Hoc Calendar Committee

Submitted: October 2007

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Committee Members: Robert Baker, Director of Continuing Education
Shari Bemis, Instructor of Computer Science
Carime Bersh, Assistant Professor of Education
Catherine Cadieux, Adjunct Faculty Member in Communication
Brendan Denehy, Academic Scheduler
Sara Deslile, Student Body President
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Lynne Rust, Administrative Assistant for Continuing Education
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Proposed Guidelines

Proposed Calendar Guidelines for Fall 2008-Spring 2012

Relating to Semesters

1. Fall semester classes start at 8a.m. on the Monday before Labor Day.
2. Fall Break Day (No classes today) shall occur on the Friday prior to Columbus Day.
3. The following National Holidays will be reflected on the calendar, along with the notation "College Closed": Labor Day, Veterans Day (shall be observed on the same day as it is in other New Hampshire State agencies) on the day of the week – if it falls on the weekend, the closest weekday), Thanksgiving, Martin Luther King Day, Memorial Day and the July 4th Holiday (shall be observed on the same day as it is in other New Hampshire State agencies – if it falls on the weekend, the closest weekday).
4. The Wednesday prior to the Fourth Thursday (Thanksgiving Day) in November shall be the first day of the Thanksgiving Break (Wednesday-the College is open but no classes, Thursday and Friday-College Closed).
5. The Department of Human Resources shall determine the dates for which the College shall be closed between the Fall and Spring semesters. This closure shall include December 25th and January 1st.
6. The Spring and Fall semesters will each include a minimum of 69 instructional days.
7. Final Exam Week, in both the Fall and Spring Semesters, will begin with a Reading Day on Monday followed by a four-day exam period. The final exam schedule will begin at 6pm on Monday and extend through 3pm on Friday.
8. The Spring Semester shall begin on the Tuesday following Martin Luther King Day.
9. Spring Break (College open, no classes) shall occur the calendar week which contains March 17th. If March 17th occurs on the weekend, Spring Break will be the week ending March 17th or 18th.
10. A minimum of a one-week break shall take place between Spring Graduation and the start of Summer Session I.
11. Final Exams shall end at 5p.m. on the last Friday of each Summer Session.
12. No break shall take place between the end of Summer Session I and the beginning of Summer Session II.
13. A minimum of one full week shall take place between the end of Summer Session II and the beginning of the Fall semester of the new academic year.

Academic Polices:

1. A Schedule Adjustment period for fall semester shall begin at 8am on the first day of classes and end at 4:30pm on the 5th day of classes. Additional Schedule Adjustment periods will be established and communicated by the Registrar, in consultation with the Director of Student Financial Services.
2. A Course Withdrawal period for fall semester shall begin at 8am on the 6th day of classes and end on the first day of the 11th week of classes.
3. A Schedule Adjustment period for the Spring Semester shall begin at 8:00am the first day of classes and end the following Tuesday at 4:30 PM. Additional Schedule Adjustment periods will be established and communicated by the Registrar, in consultation with the Director of Student Financial Services.

4. A Course Withdrawal period for Spring Semester shall begin on at 8:00a.m. on the 7th day of classes and end on the first day of the 11th week of classes.
5. The Schedule Adjustment period for each summer session shall begin at 8a.m. with the first class of each summer session and end at 5:00pm on the third day of each session.
6. The Course Withdrawal period for each summer session shall begin with the first class on the fourth day of each session.
7. All summer session activities carrying academic credit, having different time periods from those of six-week summer sessions, shall have, where appropriate, comparable time parameters as those established for Schedule Adjustment and Course Withdrawal (W) time periods of the regular six-week summer sessions.

Ceremonies

1. New Student Convocation shall be scheduled on the Sunday before the first day of classes in fall semester.
2. Fall Graduation shall occur on Saturday immediately following the end of the Fall Final Exam Period (No College Ceremony).
3. The Spring Honors Convocation shall be scheduled at 4:00pm on the day preceding Commencement.
4. The Spring Commencement ceremony shall occur at 2pm on Saturday immediately following the end of the Spring Final Exam Period.
5. The Summer Graduation shall occur on the Saturday immediately following the end of the Summer Session II Final Exam Period (No College Ceremony).

Other:

1. Information on the Calendar regarding Residential Life, Bursar's Office and Registrar's Office is for informational purposes only, and may be changed by those offices.

Decision making authority:

1. The Calendar is created and maintained by the Office of the Assistant Vice President of Academic Services.
2. All of the above guidelines are subject to modification by action(s) of the Keene State College Senate.

Associated Guidelines

Calendar Guidelines: Office of Residence Life
Created 10/15/2007

Fall Opening: The Residence Halls will open at 9am on Saturday the week before the Labor Day holiday for First Year Students. The Residence Halls will open at 9am on Sunday the week before the Labor Day holiday for Returning Students.

Thanksgiving: The Residence Halls, with the exception of the apartment areas, will close at 12pm on the Wednesday before Thanksgiving. The Residence Halls will open at 12pm on the Sunday after Thanksgiving.

Strict Quiet Hours: Strict Quiet Hours shall begin on the Friday before the first final exam at 9pm for both fall and spring semesters.

Fall Closing: The Residence Halls, with the exception of the apartment areas, will close at 12pm on the Saturday following the end of the finals period. The apartment areas will close at 12pm on December 23rd.

Spring Opening: The apartment areas will open at 12pm on January 2nd. The remaining Residence Halls will open at 9am on the Sunday before the MLK Holiday.

Spring Break: The Residence Halls, with the exception of the apartment areas, will close on Saturday at 12pm. The Residence halls will open at 12pm on the Sunday at the end of the Spring Break period.

Spring Closing: Residence Halls close for all students at 12pm on Sunday after graduation

Summer School: Residence halls will open at 12pm on the Sunday before classes begin for Summer Session I and II. The Residence halls will close at 12pm on the Saturday after the last final for each Summer Session.

Proposed Calendars
Fall 2009-Spring 2012

**Draft 10.31.07 KEENE STATE COLLEGE
2008-2009 Academic Calendar**

2008

SU	MO	TU	WE	TH	FR	SA
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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2009

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Fall Semester 2008

August	
1	Payment due for Fall semester billing
23	Residence Halls open for new students at 9 a.m.
24	Residence Halls open for returning students at 9 a.m.
24	New Student Convocation 1:00 p.m. Gym
25	Classes and Schedule Adjustment begin at 8:00 a.m.
29	Schedule Adjustment period ends at 4:30 p.m.
September	
1	Labor Day Holiday (College Closed)
2	Course withdrawal (W) period begins at 8:00 a.m.
October	
10	Fall Break Day (No classes, College open)
13	Semester Mid-Point
November	
7	Last day to withdraw from a class
11	Veteran's Day Holiday (College Closed)
26	College Open. No Classes. Res. Halls close at noon except Res Apts.
27&28	Thanksgiving Holiday (College Closed)
30	Residence Halls reopen at noon
December	
1	Classes resume at 8:00 a.m.
5	Last day of classes. Payment due for Spring Semester billing
8	Reading Day. Final Exams begin at 6:00 p.m.
12	Final Exams end at 3:00 p.m.
13	Res Halls will close at noon. Res. Apts. close at noon on the 23 rd .

15 wks = 69 Days

December

5 week break

SPRING SEMESTER - 2009

January	
2	Res. Apts. open at noon. Res. Halls open at 9:00 a.m. on the 18 th .
19	Martin Luther King Holiday - (College Closed)
20	Classes and Schedule Adjustment begin at 8:00 a.m.
27	Schedule Adjustment period ends at 4:30 p.m.
28	Course Withdrawal (W) period begins at 8:00 a.m.
March	
9	Semester Mid-Point
14	Spring Break begins. Res. Halls close at noon except Res. Apts.
22	Residence Halls re-open at noon
23	Classes resume at 8:00 a.m.
April	
10	Last day to withdraw from a class.
May	
1	Last day of classes
4	Reading Day. No classes. Final Exams begin at 6:00 p.m.
8	Final Exams end at 3:00 p.m.
8	Spring Honors Convocation 4:00 p.m.
9	Commencement Ceremony begins at 2:00 p.m.
10	Residence Halls and Res Apartments close at noon

SUMMER SESSION I - 2009

May	
17	Residence Halls open at noon.
18	Classes and Schedule Adjustment begins at 8:00 a.m.
20	Schedule Adjustment ends at 5:00 p.m.
21	Course Withdrawal (W) period begins at 8:00 a.m.
25	Memorial Day Holiday (College Closed)

June

12	Course Withdrawal (W) period ends
26	Classes/Exams end at 5:00 p.m.
27	Residence Halls close at noon

SUMMER SESSION II - 2009

June	
28	Residence Halls open at noon
29	Classes and Schedule Adjustment begins at 8:00 a.m.
July	
1	Schedule Adjustment ends at 5:00 p.m.
2	Course Withdrawal (W) period begins at 8:00 a.m.
3	Fourth of July Holiday (College Closed)
24	Course Withdrawal (W) period ends
August	
7	Classes/Exams end at 5:00 p.m.
8	Residence Halls close at noon

**Draft 10.31.07 KEENE STATE COLLEGE
2009-2010 Academic Calendar**

2009

SU	MO	TU	WE	TH	FR	SA
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25	26	27	28	29	30	31	9

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27	28	29	30	31			

2010

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15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

August

September

October

November

14 wks = 69 Days

December

5 week break

January

February

March

April

14 wks = 69 days

May

June

July

August

Fall Semester 2009

August

7 Payment due for Fall semester billing

29 Residence Halls open for new students at 9 a.m.

30 Residence Halls open for returning students at 9 a.m.

30 New Student Convocation 1:00 p.m. Gym

31 Classes and Schedule Adjustment period begins at 8:00 a.m.

September

4 Schedule Adjustment period ends at 4:30 p.m.

7 Labor Day Holiday (College Closed)

8 Course withdrawal (W) period begins at 8:00am

October

9 Fall Break Day (No classes, College open)

19 Semester Mid-Point

November

11 Veteran's Day Holiday (College Closed)

13 Last day to withdraw from a class.

25 College Open. No Classes. Res. Halls close at noon except Res. Apts.

26&27 Thanksgiving Holiday.(College Closed)

29 Residence Halls reopen at noon

30 Classes resume at 8:00 a.m.

December

4 Last day of classes. Payment due for Spring Semester billing.

7 Reading Day. Final Exams begin at 6:00 p.m.

11 Final Exams end at 3:00 p.m.

12 Residence Halls close at noon

SPRING SEMESTER - 2010

January

4 Res. Apts. open at noon. Res. Halls open at noon on the 17th.

18 Martin Luther King Holiday (College Closed)

19 Classes and Schedule Adjustment period begin at 8:00 a.m.

26 Schedule Adjustment period ends at 4:30 p.m.

27 Course Withdrawal (W) period begins at 8:00 a.m.

March

8 Semester Mid-Point

13 Spring Break begins. Res. Halls close at noon except Res. Apts.

21 Residence Halls re-open at noon

22 Classes resume at 8:00 a.m.

April

9 Last day to withdraw from a class.

30 Last day of classes.

May

3 Reading Day. Final Exams begin at 6:00 p.m.

7 Final Exams end at 3:00 p.m.

7 Spring Honors Convocation 4:00 p.m.

8 Commencement Ceremony begins at 2:00 p.m.

9 Res. Halls and Res. Apts. close at noon

SUMMER SESSION I - 2010

May

16 Residence Halls open at noon

17 Classes and Schedule Adjustment begin at 8:00 a.m.

19 Schedule Adjustment period ends at 5:00 p.m.

20 Course Withdrawal (W) period begins at 8:00 a.m.

31 Memorial Day Holiday (College Closed)

June

11 Course Withdrawal (W) period ends

25 Classes/Exams end at 5:00 p.m.

26 Residence Halls close at noon

SUMMER SESSION II - 2010

June

27 Residence Halls open at noon

28 Classes and Schedule Adjustment period begin at 8:00 a.m.

30 Schedule Adjustment ends at 5:00 p.m.

July

1 Course Withdrawal (W) period begins at 8:00 a.m.

5 Fourth of July Holiday (College Closed)

23 Course Withdrawal (W) period ends

August

6 Classes/Exams end at 5:00 p.m.

7 Res Halls close at noon

**Draft 10.31.07 KEENE STATE COLLEGE
2010-2011 Academic Calendar**

2010

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August
September
October
November
December
14 wks = 69 days
5 week break
January
February
March
April
May
June
July
August

Fall Semester 2010

August
2 Payment due for Fall Semester billing
28 Residence Halls open for new students at 9 a.m.
29 Residence Halls open for returning students at 9 a.m.
29 New Student Convocation 1:00 Gym
30 Classes and Schedule Adjustment period begin at 8:00 a.m.
September
3 Schedule Adjustment period ends at 4:30 p.m.
6 Labor Day Holiday (College Closed)
7 Course withdrawal (W) period begins at 8:00am
October
8 Fall Break Day (No classes. College open)
18 Semester Mid-Point
November
11 Veteran's Day Holiday (College Closed)
12 Last day to withdraw from a class.
24 College Open. No Classes. Res. Halls close at noon except Res. Apts.
25&26 Thanksgiving Holiday. (College Closed)
28 Residence Halls reopen at noon a.m.
29 Classes resume at 8:00 a.m.
December
3 Last day of classes. Payment due for Spring Semester billing.
6 Reading Day. Final Exams begin at 6:00 p.m.
10 Final Exams end at 3:00 p.m.
11 Res Halls close at noon. Res Apts. close at noon on the 23rd.
SPRING SEMESTER - 2011
January
3 Res. Apt. open at noon. Res. Halls open at noon on the 16th
17 Martin Luther King Holiday (College Closed)
18 Classes and Schedule Adjustment period begin at 8:00 a.m.
25 Schedule Adjustment period ends at 4:30 p.m.
26 Course Withdrawal (W) period begins at 8:00 a.m.
March
7 Semester Mid-Point
12 Spring Break begins. Res. Halls close at noon except Res. Apts.
20 Residence Halls re-open at noon.
21 Classes resume at 8:00 a.m.
April
8 Last day to withdraw from a class
29 Last day of classes
May
2 Reading Day. Final Exams begin at 6:00 p.m.
6 Final Exams end at 3:00 p.m.
6 Spring Honors Convocation 4:00 p.m.
7 Commencement Ceremony begins at 2:00 p.m.
8 Residence Halls and Residence Apartments close at noon
SUMMER SESSION I - 2011
May
15 Residence Halls open at noon.
16 Classes and Schedule Adjustment begin at 8:00 a.m.
18 Schedule Adjustment period ends at 5:00 p.m.
19 Course Withdrawal (W) period begins at 8:00 a.m.
30 Memorial Day Holiday (College Closed)
June
10 Course Withdrawal (W) period ends
24 Classes/Exams end at 5:00 p.m.
25 Residence Halls close at noon.
SUMMER SESSION II - 2011
June
26 Residence Halls open at noon
27 Classes and Schedule Adjustment period begin at 8:00 a.m.
29 Add/Drop ends at 5:00 p.m.
30 Course Withdrawal (W) period begins at 7:30 a.m.
July
4 Fourth of July Holiday (College Closed)
22 Course Withdrawal (W) period ends
August
5 Classes/Exams end at 5:00 p.m.
6 Res Halls close at noon

**Draft 10.31.07 KEENE STATE COLLEGE
2011-2012 Academic Calendar**

2011

SU	MO	TU	WE	TH	FR	SA
21	22	23	24	25	26	27
28	29	30	31			

August

September

October

November

December

15 = 69 days

4 week break

January

February

March

April

14 = 69 days

May

June

July

August

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29	30	31					
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19	20	21	22	23	24	25	

Fall Semester 2011

August

September

September

October

November

December

SPRING SEMESTER - 2012

January

March

April

May

SUMMER SESSION I - 2012

May

June

SUMMER SESSION II - 2012

June

July

August

3 Classes/Exams end at 5:00 p.m.
4 Residence Halls close at noon

5	Payment due for Fall Semester billing
27	Residence Halls open for new students at 9 a.m.
28	Residence Halls open for returning students at 9 a.m.
28	New Student Convocation 1:00 p.m. Gym
29	Classes and Schedule Adjustment period begin at 8:00 a.m.
2	Schedule Adjustment period ends at 4:30 p.m.
5	Labor Day Holiday (College Closed)
6	Course withdrawal (W) period begins at 8:00 a.m.
7	Fall Break Day (No Classes)
17	Semester Mid-Point
10	Last day to withdraw from a class.
11	Veteran's Day Holiday (No Classes)
23	College open. No classes. Res. Halls close at noon except Res. Apts.
24&25	Thanksgiving Holiday. (College Closed)
27	Residence Halls reopen at noon
28	Classes resume at 8:00 a.m.
2	Payment due for Spring Semester billing
9	Last day of classes.
12	Reading Day. Final Exams begin at 6:00 p.m.
16	Final Exams end at 3:00 p.m.
17	Res. Halls close at noon. Res Apts. close at noon on the 23rd
3	Res. Apts. open at noon. Res. Halls open at 9:00 a.m. on the 17 th
16	Martin Luther King Holiday (College Closed)
17	Classes and Schedule Adjustment period begin at 8:00 a.m.
24	Schedule Adjustment period ends at 4:30 p.m.
25	Course Withdrawal (W) period begins at 8:00 a.m.
5	Semester Mid-Point
10	Spring Break begins. Res. Halls close at noon except Res. Apts.
18	Residence Halls re-open at noon
19	Classes resume at 8:00 a.m.
6	Last day to withdraw from a class
27	Last day of classes.
30	Reading Day. No classes. Final Exams begin at 6:00 p.m.
4	Final Exams end at 3:00 p.m.
4	Spring Honors Convocation: 4:00 p.m.
5	Commencement Ceremony begins at 2:00 p.m.
6	Residence Halls and Residence Apts. close at noon
13	Residence Halls open at noon
14	Classes and Schedule Adjustment begins at 8:00 a.m.
16	Schedule Adjustment period ends at 5:00 p.m.
17	Course Withdrawal (W) period begins at 8:00 a.m.
28	Memorial Day Holiday (College Closed)
8	Course Withdrawal (W) period ends
22	Classes/Exams end at 5:00 p.m.
23	Residence Halls close at noon
24	Residence Halls open at noon
25	Classes and Schedule Adjustment period begin at 8:00 a.m.
27	Schedule Adjustment ends at 5:00 p.m.
28	Course Withdrawal (W) period begins at 8:00 a.m.
4	Fourth of July Holiday (College Closed)
20	Course Withdrawal (W) period ends

Campus Wide Feedback

Notes from the All Campus Meeting of 9-14-07, Madison Street Lounge.

Attendance was sparse, about six staff, four students, and seven committee members. Bill Menezes did a short intro explaining the rationale for some of the suggested changes.

Discussion began with question about calling the fall break a Reading Session. Members of the Committee clarified the reasons for calling it a reading day and that seemed to satisfy those present.

Pat Halloran asked about the summer session and who makes decisions on dates, CE or the Registrars Office. It was still not clear as to who is really responsible. **(Please clarify this for the minutes)**

Susie Erickson-West, questioned the decision to drop all holidays from the Calendar and suggested that it is important to keep the major holidays in the calendar for planning purposes. Not everyone knows the holidays and could wind up planning an event say on Rosh Hashanah.

A suggestion was raised that there be a separate calendar available to everyone, that would include many special occasions and holidays, such as Pumpkin Fest.

A year long calendar of these special events would be useful and there could be a link to this from the academic calendar.

Carime was strong in voicing opposition to a shortening the break between fall and spring semesters as this was a time when many faculty and staff had an opportunity to meet with their family plus faculty need time to plan new courses.

Regarding starting classes after Labor Day

Students voiced the fact that a majority of students can still make it work if classes started before Labor Day. There is a good balance between the semesters and that shortening the break between semesters makes gives students time to earn extra money during the winter.

Is there a better way to say Second Quarter, some students think it means a break between fall break and when Second Quarter starts. Maybe clarify that this applies to certain classes.

Sarah Delisle questioned the moving of Graduation to Saturday. This does not give the seniors time to celebrate their accomplishment. Friday would really be limited for the senior dinner.

It was suggested that maybe an reinstatement of Senior week, however with a more structured educational program. However, many students are in support of the current graduation schedule.

The new schedule would not give adequate time to leave dorms.

All were in support of retaining reading day.

Members of the Calendar Committee are invited to attend the Student Assembly meeting in the Mountain View Room, Tuesday, September 18 at 6:30 p.m.

Other Feedback

I am writing to you in your capacity as members of the new calendar committee. My colleagues and I in the math department were counting the number of class meetings for a MW class this semester and the number of class meetings for a TR class this semester. It turns out that there are 27 MW class meetings and 29 TR class meetings. The effect of this is that students who take a course TR get the "benefit" of the equivalent of an extra week of classes over those who take a MW course! I realize that this is caused my Labor Day and Veterans' Day (observed) falling on Monday's this year, that these are state holidays, and that Veterans' Day is on a different day of the week every year. But I am writing to see if the calendar committee could give some thought to standardizing the number of times each day of the week is used for classes.

Thanks,
Karen

P.S. Personally, I am favor of more class meetings, not less. J

I have some concerns about beginning Spring Semester a week earlier and have cc'd Kim since she it the PAT rep to that group.

Starting the semester a week earlier and keeping Spring Break at the same time (which I support – I don't want students here for St. Pat's Day) has the students in class for 9 weeks prior to the break. With our current schedule of 8 weeks prior, you can feel the level of fatigue amongst the students and staff with that long a period of time with no break. We have no other holidays/break days during that period as we do in the Fall (Fall Break Day, Veteran's Day, Thanksgiving) and students are more cooped up during the early part of the Spring Semester because of the weather. This change in the calendar would also negatively affect Athletics as many teams can't even get to outside practices before mid-March because of the weather and would still be on campus after the proposed end date because they are still in season.

I just don't feel like the basis of the change (so it starts a week before the Monday holiday) is sufficient balanced against the possible negative impact it could have.

I do support moving commencement to Saturday. I think the staff who work it would appreciate being able to have a real day off.

Thanks – let me know if you have any questions.

Amanda

The KSCEA's interpretation is that of the catalog- this is a break for Students and Faculty; similar to the break in the middle of the winter semester. So it our understanding that the faculty have that day off along with the students. The contract has never directly addressed the schedule- but perhaps it should. However, I looked at the 1999-2000 catalog and it too indicates that it is a day off for faculty and students so it appears to me that there is enough to suggest a past practice exists- giving faculty the day off. Any meetings or functions requiring faculty to attend would be outside the bounds of our normal work year requiring faculty to be compensated accordingly. We would also suggest that any attempt to reinterpret the the catalog language as a "reading day" by the calendar committee would alter the implied work-year enough to require a re-opening (or the subject of future negotiations) of the collective bargaining agreement. That's my two cents
Pete

Dear William,

Has the committee considered eliminating the fall break day and the reading day and then cancelling classes for the full Thanksgiving week? So many students leave campus on Tuesday afternoon before classes are ended during Thanksgiving week. I think this might be better for both students and faculty.

Thanks.
Nancy Lory
Education Department

Hi Bill –

I won't be able to make the calendar forum tomorrow but wanted to forward my thoughts to you.

Opening - I'd prefer not moving opening to after Labor Day. I think giving the students a week of classes and then having the 3-day weekend is good. I would also prefer not to work Labor Day – Keene is the first place I've worked since 1992 where I don't have to and I like it. J

Fall Break Day – call it anything – I know I still have to be at work. J

Spring Opening – keep as is. Having the students return earlier increases the amount of time they go without a break. And keep Spring Break as is – we don't need to have the activity associated with St. Patrick's Day take place on campus.

Graduation – LOVE the idea of having it on Saturday. It is a really long couple of weeks for us and would love to be able to have the Sunday off. Any thought to starting it at 11 am instead of at 1?

Thanks,
Amanda

Notes from the Campus Wide Email Regarding the Timing of Opening and Graduation.

Just a thought...I know that there is some issues around what we are doing with summer classes now that we have 4 credit classes. One of the things I heard was that we may just have one summer term. If that's the case, maybe we need to consider doing what many schools, particularly liberal arts colleges, do in creating a J-Term (January.) I know that's beyond the purview of the committee, but if you are considering moving the start of classes back a week, that may provide us with an opportunity. -Mark Gempler

My vote is for the day before Mother's Day.-Amanda Warman

I'd prefer to leave the opening of the semester alone. It seems to work well for families, etc. Pushing the semester 1 week further into the year could also prove problematic for summer school faculty. Saturday graduation would be easy. We don't have grades ready for Sunday graduation, Saturday shouldn't be difficult. We could always move Reading day to the last Friday and end finals on Thursday to open up time for other events...Donna Viveros

A couple of quick things: 1) Students already complain that mid-year break is too long. Adding an extra week makes no sense from a student oriented perspective, especially given that they prefer to have a longer summer in order to make more money to pay for school. I heard this from students back when I was on the calendar committee and still hear it from students today. 2) Facilities-wise we have a short period of time in the summer in which to get R&R work done on our buildings. Losing a week in the summer will be very detrimental to our efforts, especially since so many of the residence halls are used for conferences and camps. Having more time in May in which to get work done is critical for us, as the first conferences start the first weekend in June. In addition, we need to have three weeks between the end of summer session II and opening of school in order to finish our facilities work. We only have two weeks before early arrivals get here in August with the current schedule (although next summer, due to the calendar, we'll only have one -- which is a BIG problem for us!), so if the change pushes the summer school schedule back a week it means we could lose one of those weeks on the back end of the summer, something which is going to severely curtail the amount of work we can get done -- and there is A LOT of work that we need to do. If you want more detail, just let me know.-Jim Carley

As you know, Campus Safety works 24/7.... Which naturally means for some of us, that we don't get a single day off for over two weeks!! Also, we have families too, and would like to be able to celebrate Mother's day with our wives, mothers, etc.... Currently, we don't get to do this. My preference is to get rid of the reading day prior to finals, begin finals on that Monday and Graduation on that Saturday. The reading day is ridiculous and is nothing more than a 3 day party weekend. My personal preference is NOT to extend the semester another week in the Spring. Thanks, Joel Huntley

My vote: moving Graduation to the Saturday immediately following the end of finals...and getting it over with before Mother's Day. Extending the winter break seems to have no academic benefit. -Judith M. Hildebrandt, Assoc. Professor

Moving grad day is ok by me. I would NOT vote for moving the schedule back in January, and thus May as well. Al Rydart

Thanks for the opportunity to weigh in. I love it that you're trying to do this. I have felt that it's been a problem forever!! I like the idea of the Saturday. The only con I see to that is that Antioch's graduation is also that day. I don't know how much of a conflict that would be in terms of restaurants, lodging, etc. The other is less appealing, but better than Mother's Day. I suspect there would be a greater resistance to this, but maybe not. And then, could we start after Labor day?:) If so, I'd vote for this one! Mona Anderson, MA, LCMHC

I wonder if moving the startup of Spring semester could still result in a mother's day conflict when MLK is early (Jan 15). Besides the listed options, another would be to have graduation a week after finals are completed and the dust has settled a bit, which I think would be my preference. If I did have to choose between the other options, I would prefer startup after MLK day. (hoping for better weather for field trips with a later startup!) Thanks for listening. Steve Bill Geology

Hi, Bill: Thanks for asking. Personally, I prefer the first option. Since seniors can march whether they have completed a degree or not, the fact that some of them won't even know if they've passed the classes they need

to graduate wouldn't create the same problem it might have a few years ago. Besides, I like the idea of Saturday, rather than Sunday, graduation. The second option gives me qualms for two reasons: First, entre-semester break is too long as is for most students as many seasonal jobs are done by New Year's or soon thereafter and they end up twiddling their thumbs (or some other less wholesome thing); and second, if students are not coming back until the first week in February, Spring Break could occur only five weeks into the semester (depending on where St. Patrick's Day falls in the week) and many of them have barely gotten their academic legs back under them by that point. And, finally, as long as we are doing Orientation in June, taking a week away from preparation time for that major undertaking could seem like cruel and unusual punishment for those of us who are not aging as gracefully as we would like! Gosh, aren't you glad you asked now? Cheers, Pam

I think moving graduation to Saturday following finals is best. The family dinner event on the night before graduation could just as easily be done on Friday night after Baccalaureate. Families traveling from far away are going to have to use a week day to travel one way or the other no matter whether the day is Saturday or Sunday. I think all the preparations that go into graduation can be done on Saturday, it would just mean starting a day earlier. However, it would be wise to check with Antioch and Franklin Pierce to see what their plans are, to avoid too much traffic and strain on visitor services in the Monadnock region. -Caroll L. Lothrop

My vote is to move the opening of the Spring semester to the weekend following the Martin Luther King Jr. Day Holiday, pushing the entire calendar one week further into the year to allow the students to have time after finals to process and celebrate their accomplishment as well as pack/move prior to the Commencement ceremony. -Melinda A. Mosier

There are two big problems for us with that plan. A. We have the KCACTF during the last weekend in January. Moving classes after MLK day puts us right smack into the First week of classes. We usually have to go on Tuesday night, which means that we will not be able to meet our first TTR classes and barely our MW classes ("Hi, here's the syllabus, I'll see you again next week"). Not to mention that it gives us precious little time to tweak the student competition scenes before they have to travel. B. Our fist show has been scheduled in recent years, just before Spring Break. That gives that show a very short rehearsal time to begin with. Moving the semester start date in this manner gives us no option but to try to do our performances of our first Spring show after Spring Break which is a logistical nightmare and cheats us of continuity with tech and Dress rehearsals. That then puts the pressure on for the Dance Concert which usually has the week after Spring Break all to itself for rehearsals and video-taping for the lighting design. If the First semester is pushed forward as well, we have the same problems with shortened rehearsals, especially for our first show, which also has a very short time as it is. -Daniel L. Patterson

I'm a senior here at Keene and my input is that I would NOT prefer to have everything pushed a week further into May by having the spring semester start a week later in January. I am not opposed to having graduation on Saturday the 10th of May, but I also do not find it to be a huge problem to have it remain as is. In the past, I have had people inquire as to why graduation is on Sunday and not Saturday (offering an extra day's travel time for people who live out of the area), so perhaps Saturday is a better choice. That's my input on the matter. -Kellie Forrest

I would like to see us begin the fall semester one week later, that is, after Labor Day; this would push the calendar one week further and would eliminate the problem of students having to leave their summer jobs before Labor Day. Another option would be to start Spring classes not a week later, but a week earlier than we currently do; I do not agree with extending the winter break another week; I feel it is too long as it is. Kathryn Manning Mason Library

Bill, I like moving graduation to Saturday and do not like moving the opening of spring semester. There are so many other things that need to be done at the end of the semester, pushing it closer to the end of May is not a good idea, in my opinion. Thanks for the opportunity to respond. Ann Rancourt

Thanks for sharing this information. Changing the winter schedule and moving it past Martin Luther King day would create a difficulty for our Child Development Center. Here's how: We count on work-study students to supplement our teaching ratios. When the college is closed, our students go away. Operating without them is extraordinarily challenging and places us in a non-compliant status as regards standards for teacher-to-child ratios for early childhood programs - our staffing dips to an unacceptable level. We might succeed in hiring some short term teaching support for that period, however continuity of care for children would be compromised, and resources would be expended that exceed what our program typically spends. The quality

of our programming would be negatively effected. Were you to change the calendar to lengthen the winter break, we would be confronted with the dilemma of either lengthening our own winter break, or operating for a longer period of time without work-study students. If we were to lengthen our winter break, our families would probably stage a revolt (they have a hard time with our calendar as it is). On a more serious note, our working parents scramble to make our calendar work for them. Were we to add more closures, we might lose families to community programs and so our revenue to the college might be negatively effected. The college might then recommend that we stay open during that time, and as I noted, that would be very hard to accomplish without work-study students. For this reason, I hope that the college does not lengthen the winter break. Many thanks for reaching out to us for this information, and good luck as you put together this plan!
Ellen Ellsberg Edge

The years that graduations were on Saturdays seemed to work better. It was easier to recruit volunteers to work on a Saturday. The drawback is the time constraint for set-ups etc. Pushing the school year ahead would not be a disaster, but would that ensure that the Sunday of graduation would never be Mothers Day. (It took years to move it from Mothers day in the '80s And then it was moved back). -Lillian O'Reilly

I think that the first option of moving Graduation to the Saturday immediately after finals would be best. Making the semester last a week longer than scheduled (although it would start later too) would not work as well.-Amanda Resendes

Just a few thoughts - I'll certainly work with whatever happens. I personally prefer the earlier graduation, since it gives our students a head start on the summer job market. That said, an extra week in the winter break was a lovely thing years ago when I first started - so many projects could be completed. I worry about the Saturday graduation since we usually spend all day Saturday making the campus look like 2600 students didn't just dump 25 (additional) tons of stuff in the trash and recycling area as they bolted from campus. It would be tough to look so good if students are still moving out on Friday afternoon and Sat. AM. We'd just have to think differently and talk it all through in advance.-Mary Jensen

I saw the posting on the webpage and would like to share my response. The graduation date on Mother's Day or Saturday can go either way, I personally do not have a preference. Looking at it as an out of state student, the commute on either day is expected and understood. Regarding starting one week later in January and ending one week later in May I do not agree with. This is my fifth and final year at KSC and I liked have move in day on a three day weekend. It gave me time to re-adjust to being on campus and put my things in order for classes. Giving thought to the week in May, my summer job has always started that Mother's Day or the Monday following it. It is important to start working regarding financial situations and the fact that many college and high schools are beginning to work full time for the summer and I valued that extra week to make sure that I had a secure place of employment. Even though I will not be a student here after graduation, I hope that my experience and thoughts help in your decision making process.- Sincerely, Shayna Epstein

I was reading over KSC's announcements and found your bulletin. I agree 100% with moving graduation to the Saturday immediately following finals; however, I feel that moving the opening of the spring semester to the weekend following Martin Luther King Jr. day would present a problem. I know that the majority of my acquaintances love the fact that we are out 1-2 weeks earlier in the spring than the other colleges in the area. Personally, I would much rather come back to school earlier in the winter when the weather isn't so pleasant versus being stuck in school during the nice weather in the spring. I know I am only one voice, but that is my opinion. Thanks!-Lauren Dance

Just to add another opinion, I think the idea of pushing the opening of spring semester is a good idea. Starting on Tuesday always seemed strange to me. That seems to be the most reasonable option since graduation on Mother's Day is typically in conflict with other events. Good luck to all of you as you work this through—it can't be easy!-Phyllis Benay, Ed.D.

I believe pushing the Spring semester back a week would be a good alternative over having the graduation ceremony the day after finals. - John Lindgren

I like the idea of moving the opening of the spring break to after the MLK holiday.-Kathleen R. Johnson, Ph.D.

I think you should either leave it on Mother's Day, for some people have made some tentative arrangements already or move it back to the first weekend of May.- Liane Johnson

The World Educational Links (WEL) M.Ed. program would be significantly affected by this change. We hold our final student Exhibitions – a core component of both learning and assessment in the program – all day on the Friday and Saturday before Commencement. Having two consecutive days is essential, and it's important that one day be Saturday so that more of our mentor teachers can attend their interns' Exhibitions. Option 1- moving graduation to the Saturday after finals would be worst for WEL. Holding WEL Exhibitions a week earlier would mean reducing the time interns have to prepare for Exhibitions even further in a jam-packed year. Also, school vacations often fall during that week, and we try to allow the interns to take their school vacation weeks off, since they follow the public school calendar for the entire year, August through June, and do not take the college breaks. Holding Exhibitions on the Thursday and Friday of exam week is impossible, as we need multiple rooms and they would not be available then. And that would also preclude the participation of most mentor teachers. Option 2- moving the entire semester a week later would be vastly preferable, and is the course we would be able to support whole-heartedly. In fact, it would be better for WEL than the current calendar, giving the interns a bit more time to finish. It would not affect the overall internship, which, as stated above, continues for the whole public school year.-Judy Reed

I would opt for moving the opening of the Spring semester - pushing the calendar one week further into the year. Ruth Parent

I am writing in regards to the graduation time on the My KSC announcements. Personally when I graduate I want it done as soon as possible, and knowing now that I could have graduated a week earlier will be somewhat upsetting when I do finally get there. Our break is long already we get more than most people that I have talked to. I think thought it would be a quick turn around for professors it would be better for the graduates to have graduation the Saturday immediately after finals would be best. Besides our mothers brought us up to watch us graduate from college and do good things so why not share in it and let us have Saturday and let Moms have Sunday all to themselves.-Larisa Anderson

My choice would be moving the opening of the Spring semester to the weekend after Martin Luther King Day for three reasons: 1. In my 15 years here as a "commuter employee" I've had many conversations with commuter students from surrounding towns who really appreciate not having to make the drive during winter break and would love to avoid it for an extra week, whereas driving is pleasant during May. 2. I would imagine it would save KSC money on heating the residence halls, and reduced heat in other spaces, for that extra week in the heart of the winter. In May it's more likely to have minimal heating or air conditioning needs. 3. Commencement always seemed needlessly early anyway, so why not? Moving Graduation to the day after finals seems like it would put a lot of pressure on campus resources to rush to prepare. That would work better if we did away with the Reading Day so that finals would end on Thursday. -Agnes Anderson

I queried finance and Planning Directors about the calendar issues and got two comments. The first involves the ability to make the campus attractive for graduation by starting the Spring semester later in January and ending later in May, facilitating trees blooming and grass greening. The second relates to a latter start to Summer Sessions having a positive effect in sorting out the sessions evenly across both academic years and fiscal years, in that Summer 2 would begin a week later at the beginning of July. These are not the most central reasons to change the calendar. However, I wanted you to know that the proposals have stimulated some thought around the campus. Thanks for leading the process and seeking college wide input.-Jay Kahn

Meeting Notes

Ad Hoc Calendar Committee
Notes from the September 28, 2007 Meeting

Present: Corinne Kowpak, Anne Miller, Brendan Denehy, Pat Hitchner, Lois Merry, Bill Menezes, Kim Schmidl-Gagne, Carime Bersh, Bob Baker, Lynne Rust, Catherine Cadieux

The following guideline changes were agreed upon by the Committee:

Old #6: Fall Break Day (No classes today, classes resume at 8am on Monday) shall occur on the Friday prior to Columbus Day.

*notation to change language from "2nd Quarter Begins", to "Semester Midpoint"

Old #1: Fall semester classes start the Monday before Labor Day

Other:

Anne Miller will follow up with Tom Richards regarding #3 and #4 and we will discuss further at the next meeting.

Old #14 : Graduation: In regards to this issue it seems clear that the College would like graduation moved from Mother's Day Sunday. Several options were discussed but no consensus was evident. Each option seemed to have significant pros and cons. It was decided that the options we created (holding graduation on Saturday or opening a week later in January pushing graduation a week later and off Mother's Day but keeping it on Sunday) would be sent out to the campus for additional feedback and we will discuss at our next meeting.

Ad Hoc Calendar Committee
Notes from the September 13, 2007 Meeting

Present: Bob Baker, Brendan Denehy, Lynn Rust, Larry McDonald, Lois Merry, Bill Menezes, Corinne Kowpak, Kim Schmidl-Gagne

Finals Week Schedule: some concern has been expressed about the Spring Semester Friday 1-3pm scheduled final and the 4pm Honors Convocation. Anne Miller has looked into the finals that will be within that time period and most at ESEC classes so there should be very few seniors affected and faculty should have time to transition to the Convocation after the final.

Open Forum:

An announcement went out to the GAL and was posted as a feature on MyKSC. We are also hoping to address the Student Assembly on Tuesday at 6:30pm in the Mountain View Room

The following was suggested as the Agenda for the Open Forum (Copies of the handout will be available at the forum):

A. Introductions and Goal of the Committee

B. Review of :

1. Process that has occurred and process after open forums
2. Currently discussion should center on the guidelines, we have not finalized the physical structure of the calendar
3. Religious Holiday exclusion
4. Other issues that have arisen since the announcement of the Open Forums
 - Fall Start Date: there has been a suggestion to open on Labor Day weekend. This would allow students a final weekend or part of weekend of work. Counseling Center has mentioned that they felt homesickness was increased this year because students were here for a few days then had the long weekend. UNH and Plymouth do open on Labor Day Weekend.
 - Finals Week Schedule as described above
5. Open for discussion and questions (Bill will take notes and forward)

Ad Hoc Calendar Committee
Notes from the September 5, 2007 Meeting

Present: Corinne Kowpak, Anne Miller, Brendan Denehy, Pat Hitchner, Lois Merry, Larry McDonald, Bill Menezes, Kim Schmidl-Gagne, Carime Bersh, Bob Baker, Lynne Rust, Catherine Cadieux

9/5 Notes:

1. Open Forums (Sept 14th and 21st): Publicity will be included in Campus News, sent out on the GAL, and requested to be a feature on MyKSC. Student Assembly has convened and Corinne suggested that perhaps we should request to be on their agenda next Tuesday.
2. Next Meeting: Thursday, September 14th at 4pm, Location TBA
3. Bill reviewed the procedures for guideline and calendar approval. The guidelines need to be changed based on information from and presented to the Academic Standards Committee (ASC) of the Senate. If the ASC approved the guidelines they will then be sent to the Senate. After approval of the guidelines by the Senate, we will go back and create a calendar which then needs to be approved by the ASC and then the Senate.

Revised Keene State College Academic Calendar Guidelines: DRAFT for discussion purposes 9/4/07

Relating to semesters...

1. Fall semester classes start the Monday before Labor Day.
2. The first day of classes shall begin at 8 A.M.
6. Fall Break (no classes) shall occur on the Friday prior to Columbus Day.
 - *9/5 Mid Semester Reading Day (College Open, No Classes) shall occur on the Friday prior to Columbus Day*
7. Veterans Day (November 11) shall be observed in the same manner as it is in any other state government agencies (on the day of the week – if it falls on the weekend, closest weekday).
 - *9/5 Veterans Day (November 11) shall be observed on the same day as it is in other state government agencies (on the day of the week – if it falls on the weekend, the closest weekday).*
8. The Wednesday prior to the Fourth Thursday (Thanksgiving Day) in November shall be the first day of Thanksgiving break (no classes).
 - *9/5 The Wednesday prior to the Fourth Thursday (Thanksgiving Day) in November shall be the first day of the Thanksgiving Break (Wednesday-the College is open but no classes, Thursday and Friday-College Closed).*
9. The Spring and Fall semesters will each included a minimum of 69 instructional days.
10. Final Exam week will begin with a Reading Day on Monday followed by a four-day exam period. The final exam schedule will begin at 6:30pm on Monday and extend through 5:30pm on Friday. (Evening Classes, which meeting once a week, will have their final exams on that class day during finals week.)
 - *9/5 Final Exam week will begin with a Reading Day on Monday followed by a four-day exam period. The final exam schedule will begin at 8am on Tuesday and extend through 12pm on Friday.*
 - *9/11 Anne Miller: FYI: I've just returned from a meeting where I got approval for a new version of the final exam schedule necessitated by the occurrence of allowable but unanticipated permutations of the 4-credit course model. The revised model will include the use of the 6:00-8:00PM Monday night exam period, it converts the Tuesday 3:30-5:30 exam period from a "reschedule" time to an exam time and it extends the Friday exams to include the 1:00-3:00 period. I'll be sending the campus a communication to that effect this afternoon.*
11. Spring Semester shall begin on the Tuesday following Martin Luther King Day.
 - *9/5 The committee recommends opening this up for further discussion based on feedback from various campus constituencies collected thus far (see prior notes).*
12. The Spring vacation ("Spring Break") shall occur the calendar week which contains March 17. If March 17 occurs on the weekend, Spring vacation will be the week ending March 17 or 18.

- 9/5 *The Spring Break (College open, no classes) shall occur the calendar week which contains March 17th. If March 17th occurs on the weekend, Spring Break will be the week ending March 17th or 18th.*

Academic Policies:

3. The Add/ Drop period shall begin with the first of the semester and extend through completion of classes on the seventh calendar day of the semester.

- 9/5 *the committee recommends removing this guideline and adding language that states that the Registrar's Office is responsible for setting the dates for Schedule Adjustment and communicating them in a timely manner to the person or committee responsible for setting the calendar.*
- 9/11: Anne Miller: I met with Tom today and we discussed deregistration whether (A) from a student's full schedule of classes based on unpaid bills or (B) from a single class if the student doesn't meet the requirements for a course for which they've registered. We are in agreement that these deregistration dates should NOT be included in the academic calendar guidelines nor reflected on the calendar itself as these dates change each semester based on other institutional processes. In terms of schedule adjustment, at this point we can only reliably predict one single period during which schedule adjustment will occur: the first week of classes. We suggest that the calendar list that specific week as 'schedule adjustment' and that the guidelines specify that additional schedule adjustment periods will be established and communicated by the Registrar. I know we're working on the next 3 years of calendars and the corresponding guidelines...I think it's entirely possible that by the time we develop the subsequent 3 years of calendars the availability of schedule adjustment periods will be 'set in stone' as it were.
- 9/6 Bill Menzes emailed Tom Richard regarding the suggested change to the guideline #3, #4, #16 and #17. Bill explained that the question has arisen as to whether these policies should be included in the calendar guidelines approved by the Senate since they have been modified over the years. A number of times that appear on the calendar are not dictated by the guidelines. Bill stated that if the Registrar's office want to have them included what language would be appropriate. Bill also explained that the committee strongly felt that the term Schedule Adjustment should be used instead of Schedule Adjustment. Tom responded that "...the existing 'add/drop' terminology should be replaced by 'schedule adjustment'. 'Course withdrawal' terminology should remain the same. The calendar language around Add/Drop, etc. is in fact approved by the Senate as it is derived from the policy statements in the Academic Policies section of the College Catalog. If anything, I'm more concerned with conversations, decisions, and changes that to my knowledge don't incorporate the related operational implications. An example with existing policy #3...the sixth and seventh calendar days of the semester are Saturday and Sunday. How is a student to complete the process over the course of the weekend? The resulting practice (Academic Calendar) has been to complete one full course cycle (i.e. Monday through Friday in fall terms)-a business week vs. a calendar week. I'm thinking that policy and practice should coincide and it should do so in a manner that is reasonable for all participants engaged in, or supporting the process."
- 9/5 Discussion: Is it a Senate driven policy or a registrar policy? Who really determines dates-seems more office oriented based on recent changes. Technology is changing rapidly and it may not be possible to create comprehensive guidelines that will be flexible enough to respond to technology advancements. There are many dates on the calendar which are not driven by guidelines. Anne Miller suggests language to the effect of "...the Registrar's office is responsible for setting and communicating dates for Schedule Adjustment and the Withdrawal dates which appear on the calendar." Discussion of requesting that Student Financial Services do the same with billing due dates. Bill Menezes agrees to email Tom Richard and request feedback.
- 9/5 Carime asked if Orientation should be in the Calendar. Pat Hitchner suggested that this might be another situation where the dates will appear in the calendar but not in the guidelines. Anne Miller briefly explained that Orientation dates are set keeping training of staff and feeder school graduation dates in mind.

4. The Course Withdrawal (W) period shall begin with the first class after the Add/ Drop period and extend through Friday of the eleventh week of classes in a semester.

- 9/5 *the committee recommends removing this guideline and adding language that states that the Registrar's Office is responsible for setting the dates for Schedule Adjustment and communicating them in a timely manner to the person or committee responsible for setting the calendar.*

Ceremonies

13. The Spring Honors Convention shall be scheduled on the day preceding Commencement.

14. Commencement shall be scheduled to take place on the (Saturday) following the end of the Spring Semester final exam period.

- 9/5 Question regarding the day change from Sunday to Saturday. This change appears to have been accepted and approved by the President but it has not been voted on by the Senate. Since it appears in the guidelines it appears to need to be voted on by the Senate before the change occurs.
- 10/10 Anne Miller: The question of when summer graduation occurs has come up and it appears that there are no applicable written guidelines. In practice, the summer graduation date has been the first Saturday in September. This date has caused numerous problems because students who completed their teaching degree by taking summer courses needed proof that indeed they had graduated in order to begin teaching in the fall however they needed that 'proof' long before the first Saturday in September. Likewise, teachers who completed their master's degree through summer coursework needed 'early' proof of that achievement so that it could be submitted for consideration in the once-a-year salary increase cycle. We'd like to change the official summer graduation date to the first Saturday immediately following the end of summer session II and I'm suggesting that this, as well as the other official dates for spring and fall graduation, should be included in the academic calendar guidelines.

Statement on New Student Convocation?

- 9/5 *the committee recommends including language in the guidelines which states: "The New Student Convocation shall be scheduled on the Sunday before the first day of classes."*

Summer Session:

15. A minimum of a one-week break shall take place between Commencement and the start of Summer Session I.
16. The Add/ Drop period for each summer session shall begin with the first class of the summer session and extend through completion of classes on the third calendar day of the session.
- 9/5 *the committee recommends removing this guideline and adding language that states that the Registrar's Office is responsible for setting the dates for Schedule Adjustment and communicating them in a timely manner to the person or committee responsible for setting the calendar.*
17. The Course Withdrawal (W) period for each summer session shall begin with the first class after the Add/ Drop period.
- 9/5 *the committee recommends removing this guideline and adding language that states that the Registrar's Office is responsible for setting the dates for Schedule Adjustment and communicating them in a timely manner to the person or committee responsible for setting the calendar.*
18. All summer session activities carrying academic credit, having different time periods from those of six-week summer sessions, shall have, where appropriate, comparable time parameters as those established for Add/ Drop and Course Withdrawal (W) time periods of the regular six-week summer sessions.
- 9/5 *All summer session activities carrying academic credit, having different time periods from those of six-week summer sessions, shall have, where appropriate, comparable time parameters as those established for Schedule Adjustment and Course Withdrawal (W) time periods of the regular six-week summer sessions.*
19. No break shall take place between the end of Summer Session I and the beginning of Summer Session II.
20. A minimum of one full week shall take place between the Summer Session II and the beginning of the Fall semester of the new academic year.

Decision making authority:

21. All of the above guidelines are subject to modification by action(s) of the Keene State College Senate.

Remove the following

~~1. Fall Honors Convocation shall take place on the third Sunday in October.~~

Draft: Guidelines Applied to the 2008-2009 Calendar

August 1	Payment Due for Fall Semester Billing
August 23	Res. Halls open for new Students @ 9 a.m.
August 24	Res. Halls open for returning Students @ 9 a.m.
August 24	New Student Convocation
August 25	Schedule Adjustment period begins @ 8 a.m.
August 29	Schedule Adjustment period ends @ 4:30 p.m.
September 1	Labor Day- Holiday College Closed.
September 2	Course withdrawal period (W) period begins @ 8 a.m. delete Rosh Hashanah
October	Delete Yom Kippur
October 10	Mid Semester Reading Day (no classes, college open)
October 13	Second Quarter begins delete fall honors convocation
November 7	Last day to withdraw from classes
November 11	Veterans Day - Holiday (College Closed)
November 25	Classes end at 9:30 p.m.
November 26	No Classes College Open
November 27 & 28	College Closed
November 30	Residence Halls reopen at noon
December 1	Classes Resume @ 8a.m.
December 5	Classes end at 5 p.m.
December 5	Payment Due for Spring Semester Billing
December 8	Reading Day (no classes)
December 9	Final Exams begin at 8 a.m.
December 12	Final Exams end at noon
December 13	Residence Halls Close at noon
January 18	Residence Halls open 10 a.m.
January 19	Martin Luther King Day- Holiday (college closed no classes)
January 20	Classes and Schedule Adjustment period begins at 8 a.m.
January 26	Schedule Adjustment period ends at 10 p.m.
January 27	Course Withdrawal (W) period begins
March 9	Fourth Quarter begins
March 13	Spring break begins at 4:30 p.m. Residence Halls close at 6 p.m.
March 22	Residence Hall re-open at 10 a.m.
March 23	Classes resume at 8 p.m.
April	Delete Good Friday, Passover, and Easter
April 10	Last day to withdraw from classes
May 1	Classes end at 5 p.m.
May 4	Reading Day (no classes)
May 5	Final Exams begin at 8 a.m.
May 8	Final Exams end at noon
May 8	Spring Honors Convocation at 4 p.m.
May 8	Residence Halls Close except for graduates at 7 p.m.
May 9	Commencement Ceremony begins at 2 p.m. Res Halls closed at 6 p.m.

Ad Hoc Calendar Committee
Notes from the April 4, 2007 to August 24, 2007 Meetings

Present: Bill Menezes, Pat Hitchner, Catherine Cadieux, Lynne Rust, Larry McDonald, Brendan Denehy, Lois Merry, Kim Schmidl-Gagne

I. Next Meeting

- Wednesday, September 5th at 3pm, Location TBA...we are planning other meetings the weeks of September 10th, September 17th and after the open forum on the 21st (see below)

II. Committee Reports

1. Campus Forum Committee

- 5/11: Bill Menezes stated that we should be prepared to present schedules and new guidelines for the October meeting of the senate. Bill, Bob and Brendan have scheduled two campus meetings to discuss the calendar in September on Friday the 14th and 21st during the all campus meeting time. Bill suggested that the presentation might be broken down and different members of the committee could report on different pieces of the calendar so the campus community can see the collective committee. We will need to meet through the summer to finish discussions and planning. The summer 2008 calendar will have to go through the Academic Standards Committee. Brendan suggested that when we present we might want to do it in segments (i.e. summer school, holidays. Format...)
- 8/24: Open forums have been scheduled on Friday 14th and 21st at 2pm in the Madison Street Lounge.

2. Calendar Format/Content Committee:

- 4/18: Bill Menezes presented the group with a variety of calendar format options from other institutions. Several members commented that we should include more administrative information such as billing dates and registration timelines. We also discussed some of the other important campus dates such as Homecoming, Pumpkin Festival, Parent/Family Weekend, Orientation and others. Many on campus use those dates as planning dates. Do we have those dates far enough in advance to include them on the calendar?
- 4/18: Anne Miller discussed if we add more to the calendar, should we change the name from "Academic Calendar" to something else. The committee discussed several options and seemed to feel Academic Calendar was sufficient.
- 4/18: Bill Menezes suggested that if we add process timelines to the calendar we should also add guidelines for the preparation of future calendars.
- 4/18: The ECSU was attractive to many. Lynne Rust commented that she liked the idea from the Stanford calendar where the days of the week listed with the dates. Sarah Deslile commented that the monthly break up of the Stanford calendar was also attractive. Brendan Denehy pointed out that the KSC 89-09 and 09-10 calendars have the semester weeks listed and some groups find this helpful for planning. Anne Miller stated that Pauline usually removes these numbers before the calendar is published but we could keep them. Brendan also felt we should add the "Correct as of..." to the bottom of the calendar
- 4/18: Anne Miller asked if we still need the quarter dates on the calendar and Brendan explained that some classes are still only half semester so the dates are helpful.
- 4/18: Bill stated that the subcommittee will take recommendations and create guidelines. Keep the format categories and sub-categories currently used. I.e. Semester (Spring, Fall or Summer I, II), Month and under it, list of events and important dates pertaining only to academic matters.
- 5/11: Notes from Carime- Last Friday, May 4th, Bill Menezes, Anne Miller and Carime Bersh met to discuss our ideas and research regarding the Academic Calendar's format. Based on our discussion and agreements, we would like to submit the following proposal to the Calendar Ad Hoc Committee for its consideration:

Proposed deletions: (1) Remove all religious holidays, (2) Remove all holidays not observed at KSC, (3) Delete visual calendar, (4) Delete "classes end at". Our argumentation behind this proposal include the following:

- a. If we were going to include some religious holidays, we would have to include all of them. This would make the calendar look very busy and it wouldn't be offering any significant

information for academic purposes, since KSC does not observe any religious holidays. The same applies to other non-religious holidays not observed at KSC.

- b. The calendar does not add any important function. We assume we all have our own calendars where we keep the information that is pertinent to each of us. Therefore, the omission of the calendar in the web page will clear the page's lay out and would include only the necessary information.
- c. We consider unnecessary to include "classes end at", since the important information following is either "no classes" or "holiday observed- college closed".

Proposed additions:

- a. Include only the holidays observed at KSC. I.e. Memorial day, Veterans day, Labor day, Martin Luther King Day, 4th of July and Thanksgiving.
- b. Add the following dates, as they pertain to academic matters: Orientation, Convocations (including Freshman Honors Convocation), Billing/payments dead lines, Registration, Grade submission dead line, Due date for submission of proposals for Academic Excellence Conference, Academic Excellence Conference

Other recommendations: We recommend to implement the following changes in order to maintain consistency with the wording used in other sites:

- a. Change "add/drop" to "schedule adjustment".
 - b. Apply consistency regarding "No classes" and "Holiday-College closed", since in most instances they are not the same.
- 5/11: Bill Menezes stated that he would like to get started on a tentative 2 column calendar within the month. Brendan Denehy suggested that some liked having the visual calendar especially for long term planning and others seemed to agree. Shari Bemis stated that she liked the markings of the weeks along the side. Bill stated that he would sit down with Chris Justice and ask her advice on how to set it up.
 - 5/11: Lynne Rust stated that matriculated students register at different times from CE students so there should be two registration dates. Additionally there are separate registration dates for Summer Session I and Summer Session II. Bob Baker stated that there is a formula he can share to assist in setting the guidelines.
 - 5/11 Larry McDonald asked if there were any classes that end before classes at the end of the day...the answer seemed to be No, so perhaps we can leave that out of the calendar. We also clarified that the College Catalogue refers to Add/Drop as Schedule Adjustment so we would be bringing consistency to the terms.
 - 8/24: Brendan Denehy will look to reorganize guidelines by topic
 - 8/24: Our recommendation is to include registration dates in the calendar. Brendan Denehy will begin working on a course registration formula
 - 8/24: other recommendations will include keeping the calendar and adding week numbers to the side

3. Residence Hall Guidelines

- 4/25: Kim Schmidl-Gagne reported on feedback from the Residence Life Department regarding closing of residence halls in the Spring. The Residence Life Staff prefers to close on Friday for non-graduating seniors. 9pm was suggested but during discussions in the Calendar Committee meeting it seems that earlier should be considered with exceptions given to those who can't make the deadline. Two to three hours after the end of the last final was suggested. The timeline for seniors to check out would need to be pushed back to perhaps 7 or 8pm to accommodate the later start time and additional awards in the program for graduation. In terms of other issues the Residence Life staff liked the idea of opening a week earlier in the Spring semester and having it mirror the fall semester. They feel strongly that Spring break should cover St. Patrick's day even if it pushes Spring Break to a later point in the semester. Several of the Res Life members were previously at institutions where there were two week breaks and they found them helpful for professional development opportunities.
- 8/24: Kim Schmidl-Gagne will meet with Residence Life Staff to put together formulas for the residence halls

III. Updates/Feedback to Conversations Regarding Guidelines

1. Fall semester classes start the Monday before Labor Day.
 - 4/11: Sarah Deslile indicated that students had suggested we move things up a week in August. Larry McDonald raised concerns regarding summer camp jobs and when those

finish up for students. Students may also receive bonuses for staying that extra week on a summer job. Brendan Denehy also observed that starting earlier over the next 2 years would have us coming back from Thanksgiving break and going directly into finals.

2. The first day of classes shall begin at 8 a.m.
3. The Add/Drop period shall begin with the first class of the semester and extend through completion of classes on the seventh calendar day of the semester.
 - Should guidelines include a statement about how weather considerations may effect the Add/Drop period?
 - 2007-2008 calendar has the add/drop period lasting 8 days, not 7 should we consider revising the length of add/drop?
 - 4/18: Anne Miller reports that the Registrar prefers 7 days. This allows people the opportunity to attend each class. The Registrar's Office remains open until 10:30pm on the 7th day of classes to provide time for people to attend all their classes and determine if they wish to remain in the class. Students do not need the signature of a faculty member to add/drop a class.
4. The Course Withdrawal [W] period shall begin with the first class after the Add/Drop period and extend through Friday of the eleventh week of classes in a semester.
 - Should the timing of how long a student can receive a (W) extend so long into the semester?
 - 4/18: Anne Miller reported that the registrar questions if we should do away with the withdrawal period since faculty continue to give students exceptions and allow them to withdraw until the end of the semester. There used to be grades given past the withdrawal period now everything is a W on the transcript. Larry McDonald suggested that remove all timelines on the withdrawal period there will never be Fs given. Anne also commented that we run into issues with faculty availability to sign forms when the withdrawal period ends on the Friday of Veteran's Day or Easter weekend. We also no longer have the XF notation to signify when a students stops showing up for a class but does not withdraw.
5. Fall Honors Convocation shall take place on the third Sunday in October.
 - Fall Honors Convocation is not at an attractive time for the number of students who want to participate, only 200 participate when 1000 could
 - The Convocation Review Committee recommended that in the fall there will a first year student convocation on the Sunday after move in at 1:30pm
 - The Convocation Review Committee has suggested that the fall convocation be moved to the Dean's office and individual schools will plan their own celebrations
 - 4/11: Bill Menezes reported that the Art center would like to see the convocations moved because the facility is filled to capacity plus.
 - 4/25: Anne Miller reported that the Fall Honors convocations will be coordinated through the Dean's offices. Each school will plan and can be on different dates each year so these dates may not be on the calendar. We could create some guidelines (i.e. All Convocations should be complete before November). We need to be careful of double booking event with other big fall events like Parent Family weekend or Pumpkin Festival. Since the events will be coming out of the Dean's offices they will be smaller and use smaller spaces. They will stay out of the Gym which will save some of the expenses of setting up the gym. There is broad consideration being given to the timing of the fall convocation, there is interest in keeping it on a weekend but we want to keep it open for the Dean's to consider. Additionally, recommendations for awards have been made, the Granite State Award will be given out at graduation, the Parent award will be given out at Parent/Family weekend, the Community Service Award will be given out at the opening school meeting in August, and the Faculty Award will be given out during a week of celebrations centering on teaching.
6. Fall break shall occur on the Friday prior to Columbus Day.
 - Currently Fall Break day is only a day off for Faculty and Students. Staff do not have the day off. In the past the President announced that Staff could also take the day but this has not happened recently. This day reinforces chasms that exist between employment groups on campus. Should we eliminate the day off or should everyone have the day off?

- 5/11: Notes from Carime- On May 8th, I met with President Giles-Gee to discuss the issues that were brought up by the committee regarding the Fall Break. Dr. Giles-Gee clearly stated that she is not authorized to declare Fall Break a holiday. She is only authorized to make decisions regarding closing college operations during emergencies or curtail operations. The Fall Break was established as a study day; therefore, no classes take place during this day. However, faculty and staff are still required to meet their contractual obligations. Apparently, the issues brought up regarding inequities between faculty and staff about having the day “off” stem from a series of misinterpretations. First, the Senate voting on the Fall Break for faculty, and second, a misinterpretation of the word “break”. According to the President, it would be important to find out if the minutes from the Senate meeting when this was passed are still available. It would aid in clarifying what was exactly that was passed. The word “Break” in this context means that there are no classes. However, faculty and staff have been erroneously interpreting this term as a holiday. Therefore, given Dr. Giles-Gee’s explanation, the Fall Break will remain as a day of no classes, but both faculty and staff are expected to fulfill their contractual obligations.
 - 5/11: Bill Menezes noted that student workers do not come to work on Fall Break day. Brendan Denehy was able to pull the Senate minutes from the library and found that they actually say that a 2 day “Break” was approved. He will forward information to the Calendar Committee in an email. The purpose of the Break was to bring consistency between the number of days off in the fall with the number of days off during Spring Break. Shari Bemis asked what is the difference between the Fall Break and Spring Break in terms of faculty obligations. Carime Bersh shared that the faculty schedule is not that cut and dry. Faculty do not have to be here on a particular schedule, they do not work 9am to 5pm. Staff need to be here because there are different expectations. Larry stated that there are different contractual obligations but there are also implied implications. Brendan stated that perhaps the language in the calendar is what is most problematic since it specifically says that the Fall Break Day is for “Faculty and Students” only. Pat Hitchner suggested that perhaps it should be listed as a “Fall Reading Day” to clarify what happens on that day. Larry suggested that perhaps an office outside of the committee should announce a clarification of the purpose of the day. Lynne Rust asked that if that day is given as a holiday that will change the number of days that need to be taken during the winter break. Lynne also stated that the OS staff suggested moving one holiday from the fall to the spring because there are no breaks in the spring between MLK day and Memorial Day.
7. Veterans Day shall be observed in the same manner as it is in other state government agencies.
 8. The Wednesday prior to the Fourth Thursday [Thanksgiving Day] in November shall be the first day of the Thanksgiving break.
 9. The Spring and Fall Semesters will each include a minimum of 69 instructional days.
 10. Final Exam week will begin with a Reading Day on Monday followed by a four-day exam period. The final exam schedule will begin at 6:30 p.m. on Monday and extend through 5:30 p.m. on Friday. [Evening classes, which meet once a week, will have their final exams on that class day during finals week.]
 - A new finals week schedule which keeps reading day on Monday was presented to the faculty this week. Questions still remain regarding the usefulness of Reading day. Students feel that they use the time effectively and that having it on Monday gives them the weekend to prepare for meetings with faculty. Monday is also used for a seminar for student teachers and by the music department for juries. Some faculty feel that their services are underutilized.
 11. Spring Semester classes shall begin on the Tuesday following Martin Luther King Day.
 - Should we be opening so late in January? If we started a week earlier it would mirror the Fall semester and this could allow for a longer spring break or ending the semester earlier, providing students more time to find summer employment.
 - 4/11: Larry McDonald reported that in his discussion with facilities personnel there was a concern that a shortened break would not provide enough time to prepare buildings for the

spring opening. Sarah Deslile also reported that students were concerned that a shortened break would provide less time to earn money needed for the spring semester.

- 8/24: Upward Bound Opinion: January is not relevant. At the end of the semester they would lose work study students earlier but it's not a huge deal. Adding a week in the summer does not change things for them.
 - 8/24: IT Opinion: Mid year the extra week is helpful for planning and rewiring especially at the front end of things in Elliot Hall. This past break we began discussions regarding wireless in residence halls and could complete projects over break. We need times when buildings are clear for the upgrades.
 - 8/24: Aspire Opinion: students feel mid year break is too long and would like a jump on the summer to secure positions.
 - 8/24: Athletics: John Ratliff reports that ending the semester earlier would cost a bit more because they would need to pay for athletes to stay in housing, but it would help the athletes academically at the end of the semester because they wouldn't be going to tournaments during finals week.
 - 8/24: Student Financial Services From Mandy Martin...she also cced Carol Stanmore but I have not heard from Carol...The shorter winter break would have an effect on several SFS winter process, most of which involve interaction with other offices.
 - a. Spring admits/transfer students-we must work in conjunction with Admissions to make sure that any student admitted for the Spring semester has time to get financial aid in place as quickly as possible. This is always a tight timeline as it is, and with a week less to have students get their financial information to us, and therefore for us to give them an aid decisions/get loans processed, something would need to be revised in the timing of admission/awarding.
 - b. Students who need to appeal for reinstatement from the suspension list and/or appeal their standing for Satisfaction Academic Progress would have a shorter timeline to appeal, especially because the fall semester grades post so closely to the Christmas break when students cannot make any administrative progress on appeals since there is no staff available. Their academic standing affects their aid standing so this affects us as well as the academic side.
 - c. We have a deregistration process for students who do not pay their spring balance due by the deadline of the first Friday in December. However, there is a fairly elaborate follow up with students between the payment deadline and when they are actually deregistered, there may be a history that I am not aware of about how a shorter time between our December payment deadline and the start of classes would effect our process.
 - d. The longer time between the end of the Spring and the start of the summer brings fewer issues to mind, except that we are typically very busy servicing prospective freshman families the last week of April so that they can make their enrollment deposit decisions by May 1st. If we roll graduation right on top of that, there may be an impact on our ability to serve both outgoing seniors and prospective incoming families.
12. The Spring vacation shall occur that calendar week which contains March 17. If March 17 occurs on the weekend, Spring vacation will be the following week.
- Second sentence needs clarification, the Spring 2007 calendar was not in line with guideline, Spring Break ended on the weekend of the 17th. The Senate considered this matter and made an exemption for this year, but we should clarify language for the future.
 - 8/24 Brendan suggests that the statement be changed as follows "The Spring vacation ("Spring Break") shall occur the calendar week which contains March 17. If March 17 is on the weekend, Spring Vacation will be the week ending March 17 or 18."
13. The Spring Honors Convocation shall be scheduled on the day preceding Commencement.
- If graduation moves to Saturday, the Convocation Committee has recommended that the Spring Convocation occur on Friday before commencement at 4pm.
 - 4/25: Anne Miller reported that the Convocation Committee had determined that the Spring Convocation will be Friday at 4pm. Finals exam schedule will not conflict with the timing.

14. Commencement shall be scheduled to take place on the Sunday following the end of the Spring Semester final exam period.
- The Convocation Committee has recommended moving Commencement from Mother's Day to Saturday from 2-4pm. Need to look at issues of staffing availability, faculty availability and student interest. Students seem to like the Sunday timing of graduation but faculty/staff like the Saturday timing.
 - 4/11: Kim Schmidl-Gagne discussed concerns with Saturday graduation with residence life personnel. There are a number of concerns regarding the timing of the closing of the residences halls/move out of students in conjunction families and friends coming to campus for commencement ceremonies. Most of these concerns center around traffic congestion. Kim suggested we ask Amanda Warman to join the committee to discuss this issue. There was also concern regarding the residence life staff work after closing. If graduation occurs on Saturday would the expectation be that the residence life staff have to work on Sunday (potentially Mother's Day) to walk through buildings and complete assessments.
 - 4/11: Brendan Denehy suggested that facilities personnel would like graduation to move to Saturday because they tend to need to also work the weekends leading up to graduation so moving to Saturday would allow Sunday off. Lois Merry questioned if there was a need to coordinate our graduation dates with the Trustees. It appears that there is conflicting information regarding this issue and Bill Menezes stated that he would try to gather more information.
 - 4/25: Anne Miller will send out a summary of important dates from the Convocation Committee for the Calendar. Graduation will be Saturday at 2pm.
15. A minimum of a one-week break shall take place between Commencement and the start of Summer Session I.
- As of 2008 all summer session courses will be 4 credit courses. We need to discuss the pedagogy of running 4 credit courses within a six week session. Before making decisions we need to gain input from those faculty who teach summer courses.
 - Start and End dates: There is an interest of starting 2 weeks after commencement to leave time for more professional development for faculty, but we need to consider the impact on the rest of the campus including residence halls.
 - 4/11: Bob spoke with the Academic Council regarding the 6 week/4 credit issue and it will need more discussion with faculty who teach the classes. The guideline for classroom hours for 4 credit classes is approximately 50 in classroom hours.
 - 4/25: Bob Baker reported that at this point we are looking at comparative institutions to see their time spans. The early report is that they are all over the map but many are doing it in less than 6 weeks. We already have some classes that go all 12 weeks and we will be looking at optional blocks and overlaying them onto the calendar to see how they will fit. The Guideline for #18 should remain the same (contact hours-200 per week) for 4 credit course. Also need to look at leaning outcomes, technology uses, intense summer institutes (3 credit courses were done in a week-how do we adapt to 4 credits?) Students are interested in starting right after graduation to get things rolling and so they won't have to move back and forth. Kim, Bob and Corinne discussed the feasibility of this given the need to clean apartments and provide appropriate staffing for safety issues. Faculty were interested in having more time between graduation and summer session for professional development.
16. The Add/Drop period for each summer session shall begin with the first class of the summer session and extend through completion of classes on the third calendar day of the session.
- 8/24: Lynne Rust will work Bob Baker to develop a formula for continuing education registration guidelines.
 - 8/24: Bill Menezes reported that he believes Bob Baker would like to make some revisions for the Summer 08 calendar
17. The Course Withdrawal [W] period for each summer session shall begin with the first class after the Add/Drop period.

18. All summer session activities carrying academic credit, having different time periods from those of the six-week summer sessions, shall have, where appropriate, comparable time parameters as those established for Add/Drop and Course Withdrawal [W] time periods of the regular six-week summer sessions.
19. No break shall take place between the end of Summer Session I and the beginning of Summer Session II.
20. A minimum of one full week shall take place between the end of Summer Session II and the beginning of the fall semester of the new academic year.
21. All of the above guidelines are subject to modification by action[s] of the Keene State College Senate.

IV. Other Issues or concerns

- Residence hall timelines are part of the calendar but there are no guidelines for setting the opening and closing of the halls.
- Some but not all holidays are present on the calendar. Prior discussion resulted in a decision that we can not put everything on the page and those holidays listed represent the majority of student traditions
- Calendar layout: should the calendar include other campus events such as Parent/Family Weekend, Alumni Weekend, course registration dates and billing dates or should this calendar be only academic events and should another calendar be created with additional events?
- 8/24: From Karen Stanish "...Colleagues in the math department were counting the number of class meetings for a MW class this semester and the number of class meetings for a TR class this semester. It turns out that there are 27 MW class meetings and 29 class meeting. The effect of this is that students who take a course TR get the "benefit" of the equivalent of an extra week of classes over those who take a MW course! I realize this is caused by Labor Day and Veteran's Day (observed) falling on Monday's this year, that these are state holidays, and that Veterans' Day is on a different day of the week every year. But I am writing to see if the calendar committee could give some thought to standardizing the number of times each day of the week is used for classes. PS personally, I am favor of more class meetings, not less." The committee discussed this issue and felt that there may not be a good solution to this problem. It should only occur once every four years and other systems that people have experienced have been very complicated.

V. Subcommittees

- Campus Forum Committee: Charged with creating opportunities for constituencies to provide feedback on revised guidelines.
Members: Bill Menezes, Brendan Denehy, Bob Baker
- Guidelines #15-20 Summer Session Issues: Charged with looking at the pedagogical issues related to length of time in the classroom and the new 4 credit model. Will plan to meet with Academic Council.
Members: Larry McDonald, Lynne Rust, Bob Baker
- Guidelines #5 and 13 Convocation Recommendations: Charged with clarifying the Convocation Committees recommendations.
Members: Sarah Deslile, Anne Miller?, Pat Hitchner
- Guidelines #3-4 Add/Drop and Course Withdrawal: Charged with examining the timelines of both processes and making recommendations to the Calendar Committee.
Members: Bill Menezes and Anne Miller?
- Guidelines #11-12, and 14 Spring Semester Start, Spring Break Timing and Graduation: Charged with examining timelines of and making recommendations to the Calendar Committee.
Members: Shari Bemis, Kim Schmidl-Gagne, Corinne Kowpak?
- Format and Content of Calendar: Charged with examining new formats for the calendar, how much information should be included on the calendar and making recommendations to the Calendar Committee
Members: Bill Menezes, Carime Bersh, Anne Miller?

- Residence Hall Guidelines: Charged with considering the possibilities of including guidelines for Residence hall opening/closing, discussing the impact of the date of graduation on the closing of the residence halls and creating potential guidelines for the Calendar Committee to consider.

Members: Kim Schmidl-Gagne, Corinne Kowpak?

Additional Recommendations

Additional Recommendations

- The Committee recommends changing the language on the calendar that signifies the semester quarters from “ Second (Fourth) Quarter Begins” to “Semester Mid Point”
- The Committee recommends that the Bill due dates, as set by the Bursar’s Office, appear on the Academic Calendar.
- The Committee recommends that week numbers be added to the right hand side of the physical calendar.
- The Committee recommends that College Relations create, post and maintain a Campus Wide Holiday and Social Event Calendar to assist with program planning.
- The Committee recommends that a Task Force be charged with creating plans to prepare the campus for Graduation on Saturday. This Task Force should examine issues of trash/recycling removal from students departing from campus, traffic flow, student occupancy of Huntress/Fiske during graduation, and discussing prohibiting students from moving out of residence halls during certain times on Saturday.
- The Committee recommends that a Task Force be charged with examining the issue of Fall Break day. In our discussion of the day it became clear that there is no consensus regarding the purpose of the day and the responsibilities of Faculty on that day. Much of the feedback the Calendar Committee received from the staff indicated that this break day contributed to a negative climate for staff.