

ANNUAL REPORT OF THE CALENDAR COMMITTEE FOR FY10

STANDING CHARGES

1. Monitor compliance with the requirements of University Senate Rules and Regulations 1.3.2 concerning final examinations, including: (a) ensuring that adequate arrangements are made each semester to inform students and faculty through the Schedule of Classes and by news releases to the media about the regulations governing final examinations, and the appropriate procedures to be followed if questions arise about the application of the regulations; (b) informing the teaching faculty, via an e-mail from the chair, one week before the beginning of each semester (in August and January) of these regulations and their rationale; and (c) considering requests for exceptions, as provided in the regulations. Report to SenEx concerning actions taken on these matters. (ongoing)
2. Monitor compliance with University Senate Rules and Regulations 1.4.2 concerning the scheduling of examinations outside of regular class hours. Prepare and send an informational e-mail to all deans and chairs summarizing regulations about the calendar at the earliest opportunity. Following the committee's established procedures, solicit and approve or disapprove applications for tests other than final examinations to be held at times other than other than regular class hours. Requests should be solicited and acted upon in time to transmit decisions for the Spring 2009 and Fall 2010 semester to the Office of the University Registrar for inclusion in the Schedule of Classes. Report to SenEx concerning actions taken on these matters. (ongoing)

ACTIVITIES to Fulfill Standing Charges 1 & 2:

- **An email was sent to faculty and students before the start of Fall Semester 2009 and Spring Semester 10 explaining the rules for Final Exams.**
 - **ISSUES AND ACTIONS RECOMMENDED regarding Standing Charges 1 & 2: Inquiries & Requests for Exceptions to Exam Rules. A total of nine (9) requests or inquiries were handled by the FY09 Committee. See Attachment 1.**
3. Update the five-year calendar and report action to SenEx by 02/02/10.
 - Dealt with under the "specific charges" below.

SPECIFIC CHARGES

1. Once BOR approves new number of instructional days, consider how the KU academic calendar should be changed to take advantage of the reduced minimum number of instructional days. Report recommended calendar(s) to SenEx by 02/02/10.

The University Calendar Committee forwarded for review two possible academic calendars. Option A was the first choice of six committee members, and the second choice of two members. Option C was the first choice of two committee members and the second choice of three members. Both have 146 instructional days. A third choice, Option B with 148 instructional days was favored by one member as first choice and by one member as second choice. It is not being forwarded.

MISSING

Attachments:

1. Report on Calendar Committee Inquiries, Requests and Actions, FY10
2. Proposed Academic Calendar – Two semesters with 73 days each
3. Proposed Academic Calendar – Two semesters, 72 Fall and 74 days Spring.

Report on Calendar Committee Inquiries, Requests and Actions FY 10

MISSING

Requests to Change Final Exams:

Fall 09:

1. November 11. Request for a change in date for a course with only two students (UYGHUR 201) to accommodate one student's conflict, with provision to allow the second student to take the exam as scheduled. Approved.

Spring 10:

1. January 11. Request for GERM 218 final exam at the same time as all other basic language courses. Approved.
2. April 28. Request from the School of Pharmacy to publish its own Final Exam Schedule, with exams to be held during the same five days as University Final Exams, thus following the practice of the School of Law. The committee conferred with the Registrar's office, it ascertained that few if any Pharmacy students take courses outside the School and that the School outlined procedures for resolving possible conflicts, and approved the request. Approved.

Requests to Change Regular Semester Exams:

Fall 09:

1. July 13. Request for special exam in ME 636 to allow extra time for students. Approved.
2. September 3. Request to move CHEM 624 special exam from Tuesday, September 8 to Tuesday September 15. Involved instructor error. Approved.
3. September 17. Request to change exam time for MATH 290 from Friday, December 18, 10:30 am to Wednesday, December 16, 7:30 am. The class meets at a non-standard time. As a result, the usual rule (exam to held at the slot for the next lass time listed on the final exam schedule) resulted in conflicts for students. Request approved.
4. November 12. Request to change BIOL 240 special exam from Tuesday, November 17 to Friday, November 20 in order to avoid splitting related material into two exams. Proposed move resulted in fewer student requests for alternate exam times. Approved.

5. November 18. Request for change in special exam for ACCT 200, spring 2010, to be changed from April 21 to April 14. Approved

MISSING

Spring 10:

1. February 22. Request from the Department of Chemistry to move the CHEM 124/125 special exam from Wednesday, March 3 to Tuesday, March 2, with a provision for an alternate time Monday, March 1. Approved.