



Academic Calendar Committee Meeting Minutes
Henderson Conference Room, Caspari Hall
March 14, 2018

Member (s) Present

Lillie Frazier Bell
Kammese Shelton
Amanda Wells
Vickie Gentry
Greg Handel
Margaret Kilcoyne
Gerra Perkins for Kim McAlister
Dana Clawson

Frances Conine
Daphne Sampite
Theresa Kyzar
Cynthia Lindsey
Otha "Tre" Nelson
Denise Bailey for
Ruth Weinzettle
Lauren Jackson

Pamela Simmons
Martha Koury-Call-In
Vashaun South for Jason Parks
Haley Blount Taitano
Ashley Rainey – Guest
Brett Knecht – Guest

The Academic Calendar Committee was called to order at 2:03 p.m. on March 14, 2018, in the Henderson Conference Room, Caspari Hall.

The purpose of this meeting was to evaluate academic calendars for spring, summer, and fall 2019 semesters to ensure that all classes meet the minimum meeting requirements; review proposed academic calendar options; ensure that all future calendars for the next five years meet the minimum requirements according to Board's policy; and develop a policy for making up missed contact hours due to natural disaster.

According to the Board of Supervisors for the University of Louisiana System, three-hour classes must meet 2250 minutes; two-hour classes must meet 1500 minutes; and one-hour classes must meet 750 minutes.

1. The Academic Calendar Committee thoroughly reviewed and discussed the following academic calendar options for the spring, summer, and fall 2019 semesters:

Option 1A Includes an 11-week summer session- (A week between the spring/summer and summer/fall)

Option 1B Includes a 12-week summer session - (A week between spring/summer and no break between summer/fall)

Option 1C Includes a 12-week summer session – (A week between spring/Summer and a week between summer/fall). Note: This option does not meet the minimum meeting requirements.

Option 2A Includes a 12-week summer session - (A week between spring/summer and a week between summer/fall. Note: This option does not meet the minimum meeting requirements.

Option 2B Includes a 12-week summer session – (No break between spring/summer and a week between summer/fall). Note: This option does not meet the minimum meeting requirements.

2. After thoroughly discussing the above options, the Academic Calendar Committee members approved and adopted **Option 1B** as revised without opposition. Option 1B was revised to include an earlier spring break as indicated below:

Academic Calendar Committee Meeting Minutes, cont.

2019 Fall Academic Calendar – Option 1B

Summary:

First Day of Classes begin August 19
 Labor Day Holiday, September 2
 Classes Resume, September 3
 Fall Break, October 7-8
 Thanksgiving Break/Holiday, November 25-November 30
 Classes resume at 8:00 a.m., December 2
 Last Day of Classes Friday, December 6
 Final exams begin December 9-13
 Candidate grade due by Noon, December 16
 All grades due 4:00 p.m., December 17
 Dean’s Lists due at Noon on Wednesday, December 18
 Commencement/Semester Ends on Friday, December 20

Three-hour classes must meet 2250 minutes:

| | | | | | | | |
|--------------|--------|-------|----------|------------|--------|---------------------|--------|
| 50 – minutes | (MWF) | ----- | 43 times | 50 minutes | = 2150 | plus final exam 100 | = 2250 |
| 75 – minutes | (MW) | ----- | 28 times | 75 minutes | = 2100 | plus final exam 150 | = 2250 |
| 75 – minutes | (TuTh) | ----- | 29 times | 75 minutes | = 2175 | plus final exam 75 | = 2250 |

150 – minutes (M – F) must meet 15 times, or 14 times plus final examination.

| | | | | | | |
|------------|-------|----------|-------------|--------|------------------------------|--------|
| Mondays | ----- | 13 times | 165 minutes | = 2145 | plus final exam 105 | = 2250 |
| Tuesdays | ----- | 14 times | 150 minutes | = 2100 | plus final exam 150 | = 2250 |
| Wednesdays | ----- | 15 times | 150 minutes | = 2250 | (No final exam day Required) | |
| Thursdays | ----- | 15 times | 150 minutes | = 2250 | (No final exam day Required) | |
| Fridays | ----- | 15 times | 150 minutes | = 2250 | (No final exam day Required) | |
| Saturdays | ----- | 14 times | 150 minutes | = 2100 | plus final exam 150 | = 2250 |

| | | | | | | | |
|----------------|-----|---|----------|-------------|--------|------------------------------|--------|
| A-Term: | MW | = | 14 times | 150 minutes | = 2100 | plus final exam 150 | = 2250 |
| | TR | = | 15 times | 150 minutes | = 2250 | (No final exam day Required) | |
| | MWF | = | 22 times | 100 minutes | = 2200 | plus final exam 50 | = 2250 |

| | | | | | | | |
|----------------|-----|---|----------|-------------|--------|---------------------|--------|
| B-Term: | MW | = | 14 times | 150 minutes | = 2100 | plus final exam 150 | = 2250 |
| | TR | = | 14 times | 150 minutes | = 2100 | plus final exam 150 | = 2250 |
| | MWF | = | 21 times | 100 minutes | = 2100 | plus final exam 150 | = 2250 |

3. After carefully reviewing and discussing the above options, the Academic Calendar Committee members denied the following options without opposition: Options 1A, 1C, 2A, and 2B.
4. 2019 Spring final exam schedule. Action: Approved by committee
5. The Registrar’s Office to update all academic calendars for the next five years according to approved calendars for spring, summer and fall 2019 semesters. Action: Approved by committee
6. Policy for delayed class meeting times due to natural disasters: “ Instructors may create assignments or additional work online for students to submit before the end of the semester to cover missed class meeting times. This policy statement must be included in syllabi.” Action: Approved by committee
7. Meeting adjourned at 3:15 p.m.

**NORTHWESTERN STATE UNIVERSITY
FINAL EXAM SCHEDULE - SPRING 2019 SEMESTER**

FINAL DAY OF CLASSES: Friday, May 3, 2019

FINAL EXAMINATIONS BEGIN: Saturday, May 4, 2019
END: Thursday, May 9, 2019

GRADES DUE FOR CANDIDATES: Wednesday, May 8, 2019 (12:00 Noon)

ALL GRADES DUE: Monday, May 13, 2019 (12:00 Noon)

Graduating Senior Exams

Please arrange exam time with your professors

Saturday May 4, 2019

Saturday Classes Arrange with instructors

Monday, May 6, 2019

| | |
|--------------|--|
| 8:00 - 10:30 | ALL SECTIONS OF: ENGL 1010, 1011, 1020 SCTT 1810, 1820, 2810, 2820, 3810 |
| 11:00 - 1:30 | 11:00 MWF and MW Classes |
| 2:00 - 4:30 | 3:30 MW Classes |
| 5:30 - 8:00 | Monday Night Classes |

Tuesday, May 7, 2019

| | |
|--------------|---|
| 8:00 - 10:30 | 8:00 TR Classes |
| 11:00 - 1:30 | 11:00 TR Classes |
| 2:00 - 4:30 | ALL SECTIONS OF: MATH 1020, 1035, 1036, 1060 |
| 5:30 - 8:00 | 3:30 TR Classes Tuesday Night Classes |

Wednesday, May 8, 2019

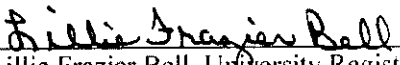
| | |
|--------------|--------------------------|
| 8:00 - 10:30 | 8:00 MWF and MW Classes |
| 11:00 - 1:30 | 10:00 MWF and MW Classes |
| 2:00 - 4:30 | 12:30 MW Classes |
| 5:30 - 8:00 | 9:00 MWF and MW Classes |

Thursday, May 9, 2019

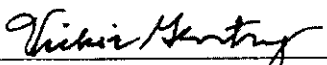
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|--------------|------------------|
| 8:00 - 10:30 | 9:30 TR Classes |
| 11:00 - 1:30 | 12:30 TR Classes |
| 2:00 - 4:30 | 2:00 TR Classes |
| 5:30 - 8:00 | 2:00 MW |

Academic Calendar Committee Meeting Minutes, cont.

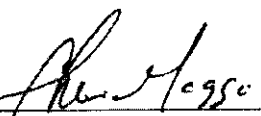
Approved:


Lillie Frazier Bell, University Registrar

3/16/18
Date


Dr. Vickie Gentry, Interim Provost and
Vice President for Academic Affairs

3/19/18
Date


Dr. Chris Maggio, President

3/19/18
Date

Attachments