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 Weinzelte
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:
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:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>(MWF)</th>
<th>Times</th>
<th>Minutes</th>
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<td>43</td>
<td>50</td>
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<td>100</td>
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<td>150</td>
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<td>29</td>
<td>75</td>
<td>2175</td>
<td>150</td>
<td>2250</td>
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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.
NORTHERN STATE UNIVERSITY
FINAL EXAM SCHEDULE - SPRING 2019 SEMESTER

FINAL DAY OF CLASSES:             Friday, May 3, 2019

FINAL EXAMINATIONS BEGIN:         Saturday, May 4, 2019
ENDE:                               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
               SCIT 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
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

Date

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

Date

Dr. Chris Maggio, President

Date

Attachments