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MEMORANDUM

DATE: June 23, 2026

TO: Amy Banes-Bercelli, Associate Provost

FROM: Tricia Westergaard, Chair, Academic Calendar Development Committee (ACDC)

RE: Academic Calendar Development Committee Annual Report 2025–2026

Executive Summary

The 2025–2026 academic year presented unique operational challenges for the Academic Calendar Development Committee (ACDC), driven by an initially delayed start to our cycle and further compounded by the campus-wide High Temperature Hot Water (HTHW) situation in December. To maximize efficiency under these compressed timelines, the committee divided its focus into three strategic subgroups dedicated to specific calendar priorities.

Through this targeted structure, the ACDC maintained a steady pace—successfully executing data-driven modeling, conducting peer benchmarking, and formally delivering long-range calendar options to the Provost's Office. Because of the adapted timeline, several localized initiatives from these subgroups will naturally extend into a summer workflow and the upcoming 2026–2027 academic cycle.

I. Subgroup 1: Final Examination Period Usage Assessment

This subgroup was charged with evaluating and optimizing the structural utilization of our final examination windows to ensure academic integrity and scheduling efficiency.

- **Survey Deployment:** Developed a comprehensive final exam schedule survey during the late Fall 2025 and early Winter 2026 semesters to capture key stakeholder feedback.
- **Benchmarking & Analysis:** Completed a peer comparison alongside an extensive Oakland University overview of the final examination scheduling process to identify structural efficiencies and institutional alignment opportunities.

II. Subgroup 2: Educational Outreach & Communication

Operational Approach: Prioritizing systematic execution, items not fully finalized this spring are actively being worked on through the summer months or will transition directly into next year's core queue.

This subgroup developed a list of several high-priority activities designed to improve institutional clarity and calendar resource availability that we will be working on next year:

- **Standardizing Terminology:** Unifying vocabulary across departments for critical academic dates.
- **Accessibility & Display:** Improving the overall visual clarity, user experience, and accessibility of the online calendar display.
- **Policy Clarification:** Clarifying break policies, with a specific emphasis on non-full parts of term.
- **Resource Development:** Creating downloadable calendar formats (e.g., iCal, Google Calendar integration) for seamless campus-wide use.
- **Communication Channels:** Enhancing institutional communication workflows to ensure timely, university-wide updates regarding calendar shifts.

III. Subgroup 3: Future Calendar Development & Priority Integration

This subgroup focused on long-range structural planning, successfully drafting both **standard** and **modified** academic calendar options for the **2027–2028, 2028–2029, and 2029–2030** cycles. These models directly integrate critical student and faculty priorities identified in our previous survey data:

- **Extended Fall Break:** Exploring viable options for an expanded mid-semester fall recess.
- **Winter Term Timing:** Planning for later start dates for the winter semester to accommodate winter transitions.
- **Holiday Allocations:** Evaluating explicit holiday considerations, specifically focusing on the Wednesday prior to Thanksgiving.
- **Study Day Consistency:** Ensuring predictable, consistent weekday placements for designated study days.
- **Campus Coordination:** Harmonizing university-wide holiday/recess calendar timelines with the academic calendar.

IV. Recommendations and Delivered Options

The committee has successfully synthesized its findings and completed its assessment of the developed calendar options. The ACDC will continue these priorities in the new academic year.