

University Calendar Ad-Hoc Committee 2023/2024 Report

2022-2025 Faculty Appointments for duration of AdHoc Committee

Erin Kennedy (SON)
Julia Smith (SEHS)
Mike Latcha (SECS)
Michelle Hammond (SBA)
James Naus (CAS - HUM)
Jennifer Lucarelli (SHS)
Beth Wallis (Library)
Ken Mitton (ERI) At-Large
Evan Trivedi (CAS- MS) At Large

2022-2025 Student and Staff Appointments

Ethan Lehman-Pace (Student Congress) 2023-2024
Tricia Westergaard (Registrar/Chair)
Nivedita Mukherji (EVPAA Academic Affairs - Associate Provost)
Brandy Randall (Graduate School)

Unofficial Contributing Staff

Chris Goeth, Associate Registrar
Julie Dermidoff, Scheduling Specialist

Charge:

1. Developing and maintaining operating guidelines to be considered in planning the University academic calendar.
2. This committee will review the current academic calendar, start dates, end dates, parts of term utilization. Assess the contact hours and class meetings as impacted by the calendar. This committee will develop a report of recommendations for best practices in academic calendar development.

Summary:

The committee began by developing a list of known parameters that factor into the academic calendar development. Examples of the parameters include employment group contracts, university closures, federal guidelines, etc. The committee spent time on developing a set of potential rules that we would like to see in the academic calendar. These rules came from input from faculty, staff and students. An excel tool was built to incorporate the rules to build out a perpetual annual calendar.

The perpetual calendar developed by the Ad-Hoc Committee does not align with the OU calendars already published, nor does it conform to some of the contracts (such as the Faculty Agreement) across campus. The committee, however, believes this comprehensive calendar is

a better model of the academic calendar than that currently used, and stands ready to explain and promote this perpetual calendar, perhaps to be adopted by the campus community.

Examples of the rules:

- The semester begins with an advising day for students who must adjust their schedules based on their grades of the previous semester
- Holidays and their observances are scheduled according to the various contracts across campus
- Winter, Summer and Fall breaks from classes are as they are currently scheduled
- All semesters end with 5 working days to process grades and financial aid
- Suggested dates for the New Student convocation in the Fall, and commencement ceremonies in the Winter and Fall semesters are included
- Instructional days of the week are approximately equal - the majority are 13, with some 12 (mostly Mondays, where most holidays fall), and a few 14

In addition, the Ad-Hoc Committee has identified several issues and opportunities that should be addressed in the future, including but not limited to:

- How Juneteenth should be observed
- Whether classes should be suspended on Election Day
- Whether classes should be suspended on the day before Thanksgiving
- Whether a full-week semester break should be implemented in the Fall
- The impact and consequences to the entire campus community of any or all of the items listed above

There is still more work to be done, so the University Calendar Ad-Hoc Committee proposed the formation of the new Academic Calendar Development Committee (ACDC) as its replacement. With the realization that the academic calendar development process has many complexities, we felt it made sense to right-size the committee and make it permanent. Careful consideration and discussion went into the development of the new charge, with the key point being that the ACDC committee will serve to educate and advise campus stakeholders on matters affecting the academic calendar. It is a cross-functional group of faculty and staff that can analyze and advise any proposals for changes to the calendar brought to the committee. The committee hopes to demonstrate and explain its perpetual calendar at the September Senate meeting.