Senate Committee on Admissions and Standards  
Minutes: October 25, 2017  

Attendance: Michelle Brattain, Maurcen Burkart, Allison Calhoun-Brown, David Cheshier, Carol Cohen, Sara Cook, Dan Cox, Alondra Cruz-Hernandez, Debra Denzer, Gerald Gay, Paula Gordon, Darryl Holloman, Brad Horton, Lixin Huang, Cyntoria Johnson, Jacqueline Laures-Gore, Elizabeth Lopez, Deborah Manson, John Medlock, Tarrah Mirus, Deborah Shapiro, Winnie Tsang-Kosma, Gangli Wang, Shelly-Ann Williams, Marc Zayac

Approval of minutes from meeting on September 27, 2017
The minutes of the September 27, 2017, meeting were approved with a correction. Maurcen Burkart attended the beginning of the meeting.

Motion to Amend the University Clock Schedule for the Atlanta Campus—Mini-mester (within Full Semester)
Presented by Tarrah Mirus, Registrar. Proposed Effective Term: Fall 2018
Motion: To adopt an additional component to the approved Clock changes for the Atlanta campus that covers the first and second half mini-mester courses during the full semester.
The proposed amendment to the clock is to cover those courses that are taught in the first and second half mini-mesters for each Fall and Spring Semester.
• The amended mini-mester clock aligns with the new Fall 2018 clock start times to ensure students who are taking on-campus courses are still aligned for schedule creation purposes.
• Students who are taking evening courses have aligned start times as well, and these blocks adjust to allow two courses in the evening in two different start time formats.

Motion approved

Motion: To adopt a modified Summer Term calendar that embraces the needs of the University as well as the student populations that are commonly utilizing the Summer term across all levels and programs. Proposed Effective Term: Summer 2018
Presented by Tarrah Mirus, Registrar.

The proposed amendment to the Summer Term calendar is to align parts of term across campuses and better utilize facilities and leverage opportunities for all levels and programs across the University.
Adjustments to the calendar are as follows:
• Adjustment to utilize the Full summer term mini-mesters for all campuses in summer. This is the first and second half term within the general 7-week summer term (or Junemester and July-mester).
• This proposal removes the overlapping 6 week part of term that coincided in start dates with the 7 week part of term. This was creating some schedule conflict / overlaps in space utilization as well as student scheduling needs.
• May-mester remains in place on the Summer Term calendar. The new model allows for three
mini-mesters across the summer.
• The exception part of term is still in place for special programs.
• No more Nursing Perimeter College Parts of Term.

This change for summer 2018 is using our current contact hours formula.  
Motion approved.

Motion to Amend the Academic Calendar (Fall 2018 forward)  
This committee recommends option 2 as a change going forward, with the removal of summer, with a rationale added. Motion approved unanimously.

Presented by Tarrah Mirus, registrar. The BOR has required us to amend our contact hours, not counting exam periods as contact time, so we need to add one academic week of contact time to the calendar. In option 1, we lose the Thursday-, Friday-, Saturday meeting for those Thursday-, Friday-, or Saturday-only classes. There aren’t many of these classes. Adding breaks (such as part of Thanksgiving week) would not fix the Thursday- Friday- or Saturday-only classes’ meetings in the week. Exam week will move from an 8-day time period to a 6-day time period.

Option 2 is the ideal scenario. It gives us the exact 15-weeks of contact time required by the BOR and keeps the 2-hour exam time. We would start Fall and Spring semesters on a Thursday. It’s best for managerial and explanatory purposes. The SACS policy is vague about how to have and show your contact hours.

Per discussion and vote, the recommended option and rationale are as follows:

Proposed Effective Term: Fall 2018  
Motion: To adopt a modified Academic Calendar to accommodate the new Board of Regents policy which dictates that final exam periods are no longer considered academic contact time for calculating contact hours for credit hour conversion.

• Option 2:
  — Modified Exam periods from 2.5 hours to 2 hours. This gives back two days at the end of the semester.
  — Start classes on a Thursday in the Fall and Spring Semester—ultimately making up ALL of the perceived missing contact periods to cover the full 15 week BOR contact hour requirement.
  — Only adds two additional days to the calendar and fully complies with the policy—rather than a full week earlier. NO additional assignments needed for any courses as all period are covered.
  — May still require clock adjustments to meet summer requirements.

Rationale: meets BOR policy. This amended motion and rationale were reviewed and edited per committee recommendations after the meeting (see attached amended motion).

Adjourned at 1:45.

Recorder:
Lori Howard