REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: University Senate Executive Committee

Brief History of Issue - why the issue is being considered:
Guidelines for creating Academic Year Calendars are established by the Regents and the University Senate. During the discussion of the Executive Committee, amendments to the guidelines were suggested.

Points Discussed by Committee:
- It would be more efficient to put the design of the academic calendar in the hands of the Provost’s office and not revisit the calendar each year.
- The Senate could approve the guidelines and the process and then step back.
- It would be nice to have calendars for at least 8 years out based on guidelines.
- Should find a way to not mandate having no classes either on the Friday before Easter or the Monday after Easter. UWEC is not a religious school and may get into trouble if it started scheduling things around Easter.

Pros of Recommendation:
- Revised guidelines provides more freedom for the administration to develop calendars.
- Having calendars developed at least 8 to 10 years out will provide for better scheduling.

Cons of Recommendation:
- None known

MOTION FOR THE UNIVERSITY SENATE

The University Senate Executive Committee by a vote of 11 for to 0 against on November 18, 2008

Recommends that the description on Chapter 7, Page 4 in the Faculty and Academic Staff Handbook concerning Scheduling Policies, Academic Calendar Guidelines be changed as shown:

Guidelines for creating Academic Year Calendars are established by the Regents and the University Senate. The Provost’s Office has the primary responsibility for developing calendars meeting the guidelines. Once developed, the University Senate Executive Committee will reviews the proposed calendar(s). Calendars for at least eight years in advance will be made available on the University web site. Upon approval, the calendar(s) will be presented to the University Senate for information.

(continued)
Recommends that the Calendar Guidelines be changed as shown.

ACADEMIC CALENDAR GUIDELINES:

Regent/System Policy or State Statutes
1. There must be at least 170 days of faculty/student interaction (34 weeks) within an academic year. Faculty and student interactions are defined as organized services and include classroom, registration, advising, and exam periods.
2. The faculty contractual period must be 39 weeks in length.
3. Classes cannot begin before September 2.

UWEC Guidelines
1. Academic Year contracts should begin the Monday of the week before the week when classes start except when this causes the May commencement to fall on Memorial Day weekend. In those years, Academic Year contracts should begin on the Monday two weeks before the week when classes start.
2. If there is only 1 day of classes prior to Labor Day, wait until after Labor Day to start classes.
3. If classes begin prior to Labor Day, be sure students can use the previous weekend to move into the dorms.
4. There should be approximately 43 MWF and 29 TTH class days each semester.
5. Semester lengths should be kept as equal as possible.
6. At least 13 full five-day weeks should be included to facilitate lab courses.
7. Finals should be scheduled over 5 days.
8. When finals must stretch over a weekend, a study day should be included prior to the first day of finals.
9. Commencement should fall on Saturday and occur after finals if possible. If the Saturday after finals falls on December 23 or later, the previous Saturday should be used for commencement.
10. Fall semester should end no later than December 22.
11. Winterim should consist of no less than 14 days including Saturdays. Classes cannot meet on Sundays.
12. When Easter Sunday falls within one week of spring break, Spring and April breaks should be combined.
13. A full day of classes should be held on Monday after the Spring and April breaks to maximize the number of full five-day weeks unless 13 full five-day weeks exist.
14. When all other guidelines have been met, consider including a Fall Break day around the sixth week.

Implementation Date: upon approval

Signed: _______________________________________
Chair of the Committee