

MINUTES
EDUCATIONAL AFFAIRS COMMITTEE
April 12, 1999 - Room 105 - Old College

Members Present: Paul Kurtz, Dan DerVartanian, Holly Gooding, Nancy Canolty, David Williams, Ben Jackson, Helen Epps, and Bill Paul

Guests: Eric Johnson - Orientation, Michelle Garfield - Arts & Sciences, Deborah Rose, Chris Digsby, and Bryan Kirby - Arts & Sciences
SAB, Gary Moore and Dan Stuart - Registrar, Thomas Dyer - Academic Affairs

Paul Kurtz, Chair, called the meeting to order at 1:30 p.m.

The minutes of the February 22, 1999 Educational Affairs Committee were corrected to include the 4:45 p.m. adjournment time.

Mr. Kurtz explained that after discussion with Thomas Dyer, the subcommittee to review the current Educational Affairs guidelines will not meet until the Associate Vice President for Instruction position is filled.

The Curriculum Committee submitted a proposed policy for assignments during Reading Day and Final Two Class Days. Mr. Kurtz revised the policy to include extra-curricular or co-curricular activities. Dr. Williams moved that the proposal be approved. The motion passed unanimously.

- **Policy on Mandatory Assignments, Tests, and Quizzes During Reading Days and the Final Two Class Days:**

Reading Days---Reading Days are designed to provide time for students to prepare for final examinations. No mandatory assignments scheduled for completion during the Reading Days, either for course work or extra-curricular or co-curricular activities, shall be given to students by University personnel. Exceptions for good cause can be made to this policy by the Vice President for Instruction. Nothing in this policy limits the ability of instructors to schedule optional study reviews for their students during these days.

Final Two Class Days—No tests or quizzes are to be administered in any course during the last two calendar days of a semester, unless the course has not been assigned a final examination time slot by the University.

Next, Mr. Kurtz presented the Fall 2000 calendar for consideration. A complaint was made at the March 30, 1999 University Council meeting that under the proposed 2000-2001 calendar, there would be a disparity between the amount of class time in MWF classes and the T/Th classes during Fall Semester. Several options were considered such as moving the first day of classes forward by a day, eliminating the Wednesday break before Thanksgiving, and scheduling the last day of class as needed (if it falls on a Thursday, the University will operate on a Monday schedule).

Mr. Eric Johnson explained the difficulty of arranging the late orientation schedule if the first day of class was moved a day earlier. Ms. Michelle Garfield addressed the issues involving academic advisement of approximately 600 students in reduced amount of time.

After discussion, the following proposal was made and passed by a vote of 5-2.

- **Academic Calendar - Fall 2000 -**

The University shall operate a Monday calendar on Thursday, December 7, 2000. The last Tuesday/Thursday class for the Fall Semester, 2000 shall be on December 5.

Mr. Kurtz will meet with Clarke County School officials to discuss the possibility of a Spring Break that both systems share. Holly Gooding stated that on behalf of the SGA, the students would like the Spring Break to remain as early in the calendar as possible. Currently, the break falls the first full week after the mid-point. The Committee authorized Mr. Kurtz to move the break to the week of March 12-16, 2001 if Clarke County officials can do the same.

Deborah Rose, Chris Digsby, and Bryan Kirby explained the request from the Student Advisory Board of the Franklin College of Arts & Sciences to add majors to the University's diplomas. Gary Moore and Dan Stuart showed examples of diplomas with the additional information included.

After discussion, the following was passed by a vote of 6-1:

- **Addition of Major on UGA Diploma -**

It is recommended that the University adopt a plan for inclusion of majors on undergraduate diplomas except when the name of the degree is the same as the name of the major.

Due to other commitments by Committee members, the meeting was adjourned at 3:10 with the understanding that the final agenda item concerning scheduling of University wide events on religious holidays would be taken up at the next meeting.