



UNIVERSITY OF CENTRAL FLORIDA

Student Development and Enrollment Services

**Academic Calendar Committee
Meeting Minutes
October 17, 2018
10:00 a.m. – 11:00 a.m., MH 262**

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|--------------------------------|---|
| DeLaine Priest (Ex officio) | Student Development and Enrollment Services |
| Brian Boyd (Ex officio) | Student Development and Enrollment Services |
| Mariangelly Rente (Ex officio) | Education Undergraduate Progression |
| Barbara Gannon (Chair) | College of Arts & Humanities |
| Andrew Todd | University Libraries |
| Tara Strutt | College of Medicine |
| John Starbuck | College of Sciences |
| David Fukuda | College of Health Professions & Sciences |
| Robin Back | Rosen College of Hospitality Management |
| Alice Noblin | College of Community Innovation and Education |
| Sierra Clare | Student Government Association |
| Jong-Min Oh | College of Business Administration |

Absent: Demetrios Christodoulides, College of Optics and Photonics; Jacinth Lindo, College of Nursing; Nazanin Rahnavard, College of Engineering and Computer Science

Dr. Barbara Gannon, 2018/19 Academic Calendar Committee Chair, called the meeting to order. Dr. Robin Back served as Vice Chair. Dr. Priest, Committee Administrator, provided a brief welcome and committee members introduced themselves. Dr. Priest also provided 2019-2020 minutes and the 2020-2021 approved calendar for new committee member's review. She discussed the committee purpose, committee responsibilities, and further explained the approval process for the Academic Calendar. The process includes recommendations from the committee which are forwarded to the Provost, Board of Trust (BOT), and then submitted to the Board of Governors (BOG) for final approval.

Mr. Brian Boyd, Resource Staff, explained the BOG regulations. He covered instructional day requirements and exemptions that the University may request and submit to the BOG pursuant to regulation 6C.8.001. Mr. Boyd presented the committee with two (2) drafted versions of the 2021-2022 calendar. Proposal A, fall 2021 term, would begin August 30th and end December 10th, with no study day. Proposal B is more consistent with the previous University fall term start dates, in which the fall 2021 term would begin on August 23rd and end on December 3rd, with no study day.

The Committee discussed the following concerns regarding Proposal A:

1. Valencia 2021-22 draft on-line calendar indicates an August 30th start date. Concerns with alignment with the Downtown Campus (Valencia College begin the fall 2021 term on August 30th and end on December 10th).
2. The late fall term end date impacts the certification process and has the potential to interfere with traveling arrangements for UCF Faculty, students, and staff.
3. The committee recommended that Valencia College adapt to the dates of Proposed B with a start date for the Fall 2021 semester of August 23rd. The last day of class will be December 3, 2021. Final exams are scheduled December 6 through December 11th with a grades due date of December 15, 2021.

A motion was made to approve Proposal B. The motion was seconded and was carried unanimously. **

***Recommendation to amend the total number of instructional days in summer 2022, Semester C from 63.0 to 63.5; and Summer D from 47.0 to 47.5 (clerical error).*

Committee Discussion:

- The number of instructional days for the term are reduced when multiple holidays fall on the same day of the week, which will vary each semester, thereby impacting classes held on those days. The question was raised if this issue could be reviewed. What are the Options? It was recommended that this issue be forwarded to the Faculty Senate for review.
- Sierra Clare, SGA representative, presented a student's concern with regard to religious holiday's observance. The student is not requesting action but would like faculty, staff and administrators to be sensitive to holiday observances and for the Academic Calendar committee to consider this concern for future Academic Calendar reviews and approvals (see attached email). Passover 2019 falls between Friday April 19th through Saturday 27th; and finals for spring 2019 are from Wednesday April 24th through Monday April 30th, 2019. The first two days (April 19-20) and the last two days (April 26-27) are considered Jewish holy days. Thus, students must decide between academic successes versus religious observance.

The committee did acknowledge that the University has the Religious Calendar 2018-2020 on the Faculty Center for Teaching and learning website under the Teaching and Learning Resources (<http://www.fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/ReligiousObservances/>).

The committee confirmed that there is a policy regarding excused absences and accommodations for religious observances. The committee recommended forwarding this concern to the Faculty Senate to bring more awareness to faculty, administrators and students of religious holiday's observance.

Meeting adjourned at 10:50 a.m.

Respectfully submitted by Aida Encarnacion, Executive Administrative Assistant
to Dr. DeLaine Priest
Student Development and Enrollment Services

| EVENT | Fall 2021 | Spring 2022 | SU A (6 wks) 2022 | B (6 wks) 2022 | C (12 wks) 2022 | D (8 wks) 2022 |
|---|-------------|-------------|-------------------|----------------|-----------------|----------------|
| Classes Begin | 23-Aug | 10-Jan | 16-May | 27-Jun | 16-May | 16-May |
| Drop Deadline | 26-Aug | 13-Jan | 19-May | 30-Jun | 19-May | 19-May |
| Add Deadline | 27-Aug | 14-Jan | 20-May | 1-Jul | 20-May | 20-May |
| Withdraw Date | 29-Oct | 25-Mar | 10-Jun | 22-Jul | 8-Jul | 24-Jun |
| Thanksgiving Wednesday - No Classes- Student Holiday Only | 24-Nov | | | | | |
| Last Day of Class | 3-Dec | 25-Apr | 25-Jun | 6-Aug | 6-Aug | 16-Jul |
| Study Day | | 26-Apr | - | - | - | - |
| Final Exams | 12/6-12/11 | 4/27-5/3 | - | - | - | - |
| Grades Due | 15-Dec | 6-May | 29-Jun | 10-Aug | 10-Aug | 20-Jul |
| Degree Conferral Date | 17-Dec | 5-May | 6-Aug | 6-Aug | 6-Aug | 6-Aug |
| Certifications | 17-Dec | 9-May | 12-Aug | 12-Aug | 12-Aug | 12-Aug |
| Commencement | 12/17-12/18 | 5/5-5/7 | 8/5-8/6 | 8/5-8/6 | 8/5-8/6 | 8/5-8/6 |
| Number of Class Days | 76 | 77 | 32 | 31 | 63 | 47.5 |
| Number of Final Exam Days | 6 | 6 | 0 | 0 | 0 | 0 |
| Total Number of Instructional Days | 82.0 | 83 | 32 | 31 | 63 | 47.5 |
| Grand Total Number of Instructional Days | 228 | | | | | |
| Total Instructional Days* | Fall 2021 | Spring 2022 | SU A (6 wks) 2022 | B (6 wks) 2022 | C (12 wks) 2022 | D (8 wks) 2022 |
| August | 7.5 | - | - | - | - | - |
| September | 22.5 | - | - | - | - | - |
| October | 23.5 | - | - | - | - | - |
| November | 19.5 | - | - | - | - | - |
| December | 9 | - | - | - | - | - |
| January | - | 16.5 | - | - | - | - |
| February | - | 22 | - | - | - | - |
| March | - | 19.5 | - | - | - | - |
| April | - | 23 | - | - | - | - |
| May | - | 2 | 12 | - | 12 | 12 |
| June | - | - | 20 | 4 | 24 | 24 |
| July | - | - | - | 22 | 22 | 11.5 |
| August | - | - | - | 5 | 5 | 0 |
| Totals | 82.0 | 83 | 32 | 31 | 63 | 47.5 |

* Does include final exam days

Saturday is counted as one-half an instructional day

| Holidays - University Closed | |
|------------------------------|-----------------------|
| Labor Day | Monday 9/6/2021 |
| Veterans Day | Thursday 11/11/2021 |
| Thanksgiving | Thurs-Sat 11/25-11/27 |
| MLK | Monday 1/17/2022 |
| Spring Break | Mon-Sat 3/6-3/13 |
| Memorial Day | Monday 5/30/2022 |
| 4th of July | Monday 7/4/2022 |