

Meeting Minutes Academic Calendar Committee 2/23/10
Called to order 1400
Agenda approved, Minutes approved

Minutes are typed in order of discussion and will vary from the approved order on the agenda

Agenda item # III Lee not present to discuss, per Joe, NSHE institutions are pretty much split on whether they have a finals week, Per Mel, California is also split.

Agenda item # VI. Mel presented a model regarding a proctoring center, see attachment. The plan suggests a long term plan addressing issues such as needing a computerized classroom, coordination with students attending UNR, accommodation for working students, and a single proctoring center. Proposal includes possible faculty members proctoring based upon their hours of testing for their classes. Armida made a comment that anything involving furlough and pay reductions can only be considered at the level of the Governor's office.

Discussion ensued

Faculty concerned about a finals week taking away from instructional days.

Brad's response Departments will be responsible for developing testing policies.

Agenda item #V Brad met with the VPAA several models are available. There is a concern from the office of the VPAA that TMCC has too many professional development days. We currently have 149 instructional days. Faculty are split on where the finals week time should come from and do not want to reduce instructional days. The days for finals would be considered instructional days.

Brad suggests we turn professional development days into finals days. We could use an online scheduler to schedule time on finals week

Discussionn ensued

Q-If a final needs to be conducted in a lab where will that fit into the plan

A-If we have a designated finals week the labs would also be open

Q- Math finals may not even be able to be proctored.

A-That will be decided at the department level

Q- Some faculty are worried about cheating, may need to create multiple exams

A-Won't be a problem if we block finals can this even be done?

Q-we will likely need to coordinate with UNR

A- TMCC semesters are not in synch with UNR

Agenda item # IV Joe presented the student survey and a discussion ensued as to how it would be conducted and how the results would be used

Armeda suggested a rationale for finals week needs to be clearly articulated and a commitment by faculty to do a finals week needs to be made. She asked for clarification of our purpose.

Brad suggested we are asking the following questions:

1- should we have a finals week- faculty are currently split

2- how would that work

Brad stated he has not heard a strong argument against a finals week
Some faculty are concerned that some disciplines do not have a final, and are concerned about this detracting from instructional days.

Suggestion Finals week could be used as a “grading week” for those disciplines (like English) who may not give a typical final

Brad- would like to present this to faculty as a win/win situation

Proposal would be to take from professional development days. We currently have 149 instructional development days and 23 prof. development days. The proposal would take away 15 professional development days which would increase instructional days and allow for a finals week.

Mike Raney Workforce development provided input

The reason is compelling as it expands faculty options and allows for the necessary assessment that must take place to determine learning. A comment was made that some view TMCC as too nurturing and too much like High School.

Brad responded that we are analyzing the academic calendar in this committee, but our current focus is on the finals week, and acknowledged that we do need to consider matching ours to UNR. He did not believe this would impact student retention.

The discussion returned to the student survey as to how much the faculty really need input from students, and how they would use it if the choices made by the students conflicted with the action decided upon by the committee. A decision to cast a preliminary vote as to the use of a student survey was made, and the survey was voted down 5-1.

A comment was made by a representative of the English department who felt that if departments could choose not to have a final or class during finals week, it would minimize faculty arguing against a finals week as it wouldn't really make a difference

Old business: None.

New Business: Members please consider inviting individuals to the next committee meetings who may have input (Ted Lambert, Deans, Jess Carreon, NFA)

Q: How will we clarify what is to be done by faculty who choose not to give a final during finals week. Is there a way to explain to faculty what can be done to get faculty buy in?

A: Activities during finals week should be determined at the department level.

Meeting adjourned 1530.