

University Senate Meeting Minutes
Wednesday, May 18, 2016 8:30/9:00 AM, Eynon Ballroom

1. Coffee and new senator orientation
2. Approval of agenda - motion made, seconded and approved
3. Introduction of visitors - none
4. Approval of minutes from April meeting – motion made, seconded and approved
5. President's Report

a. Task force on Vision for the University – This is the President's discussion group. Because the university is changing so quickly he would like to form a group to create/develop a vision for the university community. Additional information to follow.

b. Search for the Director of the Career Advancement Center - Two searches have failed. Bill has asked to serve on the next search committee.

c. Presidential home – The Advancement Office purchased a house for presidential needs. The price and location (not in Glassboro) caused numerous problems. The money to purchase this house came from private donations specifically for the purpose of a presidential home. The original plan was to use land on Rt. 322 for homes with one designated for the president, but that proved to be too expensive. President will be moving into the new house soon

d. Please forward all spam to spam@rowan.edu. Ransom wear - don't open things you don't trust. Comment – I lost all of my files and this included backed up files, Google docs, Drop Box, etc. University would not pay and price was high.

e. Diversity Summit – Bill attended and reported it was very well done. Senate will be active in the future with this.

f. T&R criteria – Please make your criteria as specific as possible. Criteria should reflect what counts and what is important. The more precise, the better.

Q – Can there be different sets of criteria for faculty going up for tenure at the same time? A - Yes.

Q - Does criteria need to be approved? A - Department chair, Dean, and Provost.

Q - Things can change around here quickly. What is supposed to happen? A -Once hired, criteria should be developed and stay with you until tenured.

Q -, Currently, my department requires one external evaluator. Should there be more? A – This is a decision based on individual college requirements.

g. Tentative dates for submission of T&R dates to Senate:

Friday, September 23 – Candidates in their fourth year or off-cycle

Friday, October 14 – Candidates applying for tenure

Friday, November 11 – Candidates in their second year

Dates are still tentative - why three dates? Preparation for next year too many files.

h. Encryption slowing computers? Has anyone had issues? If you do, please let Bill know.

i. Tentative Senate and AFT meeting dates 2016-2017 (page 3) - should be effective dates.

j. Academic Integrity Violations – Please report on the form to the Provost office. Faculty cannot impose any penalty without filing the AIV form and following the AIV process. This opens us to potential lawsuits. Please report all academic integrity violations.

k. Fall Enrollment - Enrollment numbers are expected to be flat but there is no true way to predict. If the number is flat, our total enrollment will increase by 800 because the senior class is that much smaller than the incoming class. Additional students will be a problem and parking is going to be horrendous. There are no immediately plans to rectify parking.

Q – Does new student housing include classrooms? A - Holly Pointe will not have classrooms. The A3 buildings on Rowan Boulevard will have some classrooms and a new rec. center and will open in Fall 2017.
Q - Parking is inconvenient. What can be done? A - Enforcement of parking is sporadic and the addition of gates become an IRT issue (need card readers). Unsure of how to improve at this point.
Q - Snow removal is a problem and lots are dangerous. It's getting worse. A - Bill will talk with facilities.
Q - Lighting needs to be improved in all lots and pathways. A – Bill will raise those issues as well.

Budget update - Chris Simmons - \$10 mil budget overflow for current fiscal year. 30 + new hires are expected with 17 new tenure-track lines. To pay for these lines some of the 3/4 time faculty lines will be removed in fall 2017. Governor has asked for \$41 million reduction to benefits and this could result in a reduction in funding for Rowan. We won't know until June. Enrollment numbers are going to affect the university due to inequalities with growth/decline in departments. Scholarships will be more strategic in how they are offered. Scholarship money was overspent this year with over 25 million being spent. With regards to construction RU has a state bond proposal being considered. If we receive all of the money, Bunce will be renovated for administration and Savitz Hall will become a Humanities building, Robinson will also be renovated. If we don't get complete funding projects will change. Notification will not be made until later in the summer.

6. Open session: Kelly Duke Bryant, Parents Faculty Learning Community – This is the end of the 2nd year of the learning community. Two main issues and one smaller issue were identified. 1 - Faculty members in the LC, most with young children want to work on issues that face faculty with family demands. The LC has a support group and advocacy element. The group developed a proposal to make birth announcements when RU families have children. The LC was told it was not timely enough to make it into RU Daily mails. There was some progress made in other two areas with regards to child care on campus and parental leave. Child care – a survey was administered across campus. Approximately 200 completed the survey. Although most are satisfied with current situation but many made the point RU services could be better and if the child care center could meet their needs they would take advantage of it. Currently, the center has limitations - must be potty-trained, specific age range, etc. A wide-spread desire for childcare on campus was reflected in the results. Extended hours were requested for evening classes. There is also a need for drop-in or emergency back-up care. This would increase the family-friendly environment here at RU.
The LC put together a report of the analysis of the survey. The director of the center is on board with the possible changes. The team has also met with strategic planning committee and affordability task force.

Parental Leave – LC is in the information collection stage and planning to continue to work on data collection over the summer. A speaker was on campus May 3rd and 25 employees attended. Obtaining information from the HR department. Little information out there on the HR website and what is out there is confusing. Every individual is unique with differing amounts of sick time. They want individuals to come in individually to discuss. This makes the process intimidating. Many people want to know what the options are before they become pregnant. 2 – The policy itself is confusing. Current, have 12 weeks through FMLA. (Unpaid job protected leave). Most people can't afford to take 12 weeks of unpaid leave and our semesters are 16 weeks. This raises many questions for faculty members on how to manage the leave. We want a policy that applies to anyone and everyone. There are also questions of legal liability as well. We would like to see one semester off per birth with pay with a graduated return to work period. Other schools/costs were reviewed and it's estimated the cost would be \$1 million per year.

Q – Your thoughts on parental leave is excellent would this be applied to staff side as well? A – The task force for next year will expand to professional staff. We want a policy that works for everyone.

C - 3/4 time faculty have no benefits - no coverage. This should be reviewed as well - A - Thank you

Q - What type of support would you like to receive coming from senate? A - At some point, if things do not move forward I'd like senate to create a resolution. Bill - Faculty center is not under our group now but we could assist.

Q - Would this work for all males/females? A - Parental leave policy will apply to all.

Q - Have you looked at ways this may affect the tenure policy? A - AFT is working on this as well.

7. Open session: Gardy Guiteau, Director of Social Justice, Inclusion, and Conflict Resolution Initiatives; and Travis Douglas, Director of Residential Learning and University Housing -

A Diversity and Inclusion Summit was held on April 29th, 2016. We wanted to create a forum for dialog for

students to discuss the curriculum process and why it takes longer than what students would like to see. There are issues of inclusion in general on campus. President Houshmand gave opening remarks and showed Administrative support. Student feedback reflected microaggressions by other students and faculty/staff.

Q – I attended the summit - everything was important – but walked out feeling overwhelmed. How can we move forward from a faculty perspective?

C - Microaggressions, racism, do exist on campus - hiring committees, department, etc. As a faculty member I'm concerned with curriculum development. Do we need a new class created? I would argue NO, we have curriculum in place. I recommend a study of the courses we already have. But, if these course do not meet the need, then we need to identify and address the gaps.

Bill – Ad Hoc committee in the fall will be formed to address these issues, this will include student representation as well.

Q - How far along are you with creating an online training? A - Online formats are good, but some of these topics need to be conducted in person. For knowledge content online works, but in person gives someone the place to really experience the issues. Rowan Seminar is a good place to start but this needs to be across the curriculum.

Q – We need a safe space for both students and faculty/staff to share issues of micro aggressions. A - SJIC will offer support to students (help write email, go with student to the instructor, etc.) to help.

Q - As an employee there are issues with management and this filters down to how employees are also be treated. A - Part of the conversation is its investment with inclusion. How do we deliver training to staff as well? Is this an HR issue? Is it SJIC? Online module? The conversation is ongoing.

C - There is a process and I encourage SJIC to alert the student of those processes. We need to empower the student with proper procedures with how these things are handled.

8. Elections

- a. President - Nomination for Bill Freind - motion made, seconded and approved
- b. Vice President - Nomination for Demond Miller - motion made, seconded and approved
- c. Secretary – Nomination for Christine Larsen-Britt - motion made, seconded and approved
- d. Parliamentarian - Charlene Williams appointed by Bill - motion made, seconded and approved
- e. Standing Committees
 - i. Academic Integrity – Dan Folkinshteyn
 - ii. Academic Policies & Procedures - Eddie Guerra
 - iii. Campus Aesthetics & Environmental Concerns - Matt Gendreau
 - iv. Career Development – Not needed next year
 - v. Committee on Committees - Tejinder Kaur Billing
 - vi. Curriculum - Erin Herberg
 - vii. Diversity - Jeanne Lewis
 - viii. Graduate Education and Global Learning and Partnerships - Monica Kerrigan
 - ix. Intercollegiate Athletics – None
 - x. Learning Outcomes Assessment - None
 - xi. Professional Ethics & Welfare - McKenzie Suber-Robinson
 - xii. Promotion - Scott Morschauser
 - xiii. Recruitment/Admissions/Retention - Israel Laguer
 - xiv. Research - None
 - xv. Rowan Core - Mike Grove
 - xvi. Sabbatical Leave - Subash Jonnalagadda
 - xvii. Student Relations - Christine Johnson
 - xviii. Technological Resources - None
 - xix. Tenure & Recontracting - Rick Dammers
 - xx. University Budget & Planning - Chris Simons

Committee Draft: ~~Monday, May 23~~, Tuesday, May 24, 1:00 PM, Location TBD

- f. Senator Executive Committee At-Large Members - Skeffington Thomas, Mike Schillo,
- g. Senate Representatives to Board of Trustees Committees
 - i. Academic Affairs - Subash Jonnalagadda
 - ii. Budget and Finance - Chris Simons
 - iii. Facilities -Skeffington Thomas
 - iv. Audit - Skeffington Thomas

v. Advancement - Eddie Guerra

g. NCAA Faculty Athletics Representative: JoAnne Bullard (advise and consent) - approved.

9. Curriculum report: Erin Herberg (page 4)

College of Education - Proposal - removing the K-12 subject matter degree - college representatives to answer questions. The program is to be suspended with specific timelines. Option for program to be reinstated should the program design not work out as intended.

C - Opposition to the proposal - Spanish / Ed will be affected – this proposal contradicts the 4 pillars of the University. Affordability - Removing the undergraduate path and forcing a master's program results in higher cost. Access – There are diversity concerns - a high level of minorities enrolled in the Spanish/Ed program. This could hurt job prospects by having a master's degree which will require a higher level of pay. This proposal does not include revitalizing the undergraduate program and revising the program would better serve our students.

C – We have been in consultation with these majors and can no longer continue the program as intended. The total numbers in the program does not support needs and there are specific requirements for program. The average (Spanish 2-3) each year is not enough to run a program. We are currently revising the minor so that students will have all of the requirements. Global gives a 10% discount for MST or MA STEM program. There is additional argument for students to become masters of the content before learning the teaching pedagogy.

Q - Students in the new version of this program would be here 5 years? A - Yes 5 or 5 1/2. There are jobs for world language teachers and a master's degree is more marketable.

Q - How common is this model? A – We are behind and the national data reflects this.

Q - Research comparing the approaches? A - In the research, students who master the content before teaching is supported with residency models. We are ahead of the game in NJ.

Q - What number would it take to sustain the Spanish/ED programs? A - 6 students to sustain the program. It takes 6 students to run a class.

Q - Why are they not completing? A - Can't pass the PAXIS exam and as a result, can't enroll in Clinical practice.

C - Will this directly impact the History department A -We don't know in what ways.

C - We are basing the decision on data no enrollment (College of Ed. Representative).

Q – With the new system, must students get a BA prior to getting into MST program? A -We don't know.

* This affects English, Math, Social Studies, and World Languages

* Vote - Maximum of 6 year suspension of the degree - 15 in favor, 27 against - not approved.

* College of Engineering Department - Experiential Education Department - to be housed in College of Engineering

Vote - All approve - unanimous approval

Supply Chain – unanimous approval

PhD Materials Science and Engineering- Q - who will be granting the degree? A = CSM ? - Unanimous approval

Certificates - unanimous approval

10. First reading: Resolution to Improve the Finals Schedule (page 6)

Q - Need to find another path - could we get the final schedule earlier? A - There are conflicts that come up which prevent this.

Q - This semester Monday was the last day of classes and Tuesday was the start of finals, could there be a break? A - Year after next we will have reading days which will change things.

Q - Space is at a premium - what about extending finals by another day or two? A - Depending on the year we would wind up having finals on Christmas Day and during commencement. A - Why don't committees work together? A - Committees are already integrated. This is discussed starting spring semester a little earlier. Fall is impossible - all faculty contracts start on Sep. 1st. A - A survey was sent to faculty but results were inconclusive. This is just one option.

C - 2/3 of your survey do not agree with this proposal.

11. Informational reading: Change of Registration Policies

Note: this will have two additional readings and a vote in the Fall

12. End of year committee reports - (see book)

Academic Integrity - Students don't know what a violation actually is.
Academic Policies & Procedures - New Registrar forms and changes
Rowan Core - Proposal template must be Lampitt compliant
Campus Aesthetics - Questions - contact committee chair
Committee on Committees - Thank you
Curriculum – Curriculum process needs to be changed. Still paper based
Diversity - None
Learning Outcomes assessment - working with Jeff Bonfield
Professional Ethics - none
Promotion - - none
RAR - none
Research – Committee doesn't make final recommendations and difficult to get peer-reviews completed
Sabbatical - none
Student Relations- none
Tech Resources - none
T&R - Changes in MOA coming through
University Budget - May meet during the summer

13. Old business - none

14. New business - Chuck - Update on the contract – we are negotiating with the state.

Hollybush celebration – details to follow

15. Adjournment - 1:42 pm

Senate Executive <i>(Meetings held in the University Senate Conference Room 326)</i>	University Full Senate <i>(Meetings held at Rowan Hall Auditorium 2:00-2:15)</i>	University Assem

Executive Committee Meetings	Location Time	General Membership Meetings	Location Time
Monday, August 24, 2016	Wilson Rm 107 2:00 pm	Friday, September 9, 2016 CSC Room 144 2:00 pm	CSC Room 144 2:00 pm
<i>September no meeting</i>	--	Friday, October 14, 2016	CSC Room 144 2:00 pm
Friday, October 7, 2016	Wilson Rm 108 2:00 pm	<i>November no meeting</i>	--
<i>November no meeting</i>	--	December Holiday Luncheon	Eynon Ballroom TBA
Friday, December 9, 2016	CSC Room 127 2:00 pm	Friday, January 20, 2017	CSC Room 144 2:00 pm
<i>January no meeting</i>	--	Friday, February 24, 2017	CSC Room 144 2:00 pm
Friday, February 10, 2017	CSC Room 127 2:00 pm	<i>March no meeting</i>	--
<i>March no meeting</i>	--	<i>April no meeting</i>	--

Friday, April 21, 2017	CSC Room 127 2:00 pm		Friday, May 5, 2017 - End of Academic Year Luncheon	CSC Room 144 11:00 am – 3:00 pm
Friday, May 5, 2017 – End of Academic Year Luncheon	CSC 144 11:00 am – 3:00 pm		Thursday, May 25, 2017	Camden Academic Campus 1:00 pm Room TBA

Curriculum Senate Report May 18, 2016
The following proposals are being submitted for Senate Approval

Process Q: Quasicurriculum Proposals

Proposal #	College	Department	Proposal
15-16-3.030	CoED	STEAM Ed	Suspending the undergraduate SME programs in English, Mathematics Studies, & World Languages (Spanish)
15-16-4.035	CoENG	Interdisciplinary	Creating New CoENG Department: Experiential Engineering Education

Process F: New Degree Proposals

Proposal #	College	Department	Proposal
15-16-1.037*	RCOB	Marketing/BIS	Bachelor of Science in Supply Chains & Logistics
15-16-8.069**	CSM	Chemistry/Biochemistry	PhD in Materials Science & Engineering

Process E- New Degree Related Proposals

Proposal #	College	Department	Proposal
15-16-1.030*	RCOB	Accounting/Finance	<u>Certificate of Undergraduate Study (CUGS) in Actuarial Exam P I</u>
15-16-1.031*	RCOB	Accounting/Finance	<u>Certificate of Undergraduate Study (CUGS) in Financial Forensic Investigations</u>
15-16-1.032*	RCOB	Managment/Entrepreneurship	<u>CUGS in Business Analytics</u>
15-16-1.036*	RCOB	Marketing/BIS	<u>CUGS: Personal Selling and Communication</u>
15-16-1.038*	RCOB	Marketing/BIS	<u>CUGS: Global Business</u>
15-16-3.031*	CoEd	Interdisciplinary and Inclusive Ed	<u>Certificate of Graduate Study in Early Childhood Special Education</u>
15-16-3.043	CoEd	Ed Services and Leadership	<u>Certificater of Advanced Graduate Study (CAGS) in Chief School Administrator Certification</u>
15-16-4.038*	CoEng	Electrical/Comp	<u>Certificate of Undergraduate Study in Combat Systems Engineering</u>
15-16-4.039*	CoEng	Electrical/Comp	<u>Certificate of Graduate Study in Combat Systems Engineering</u>
15-16-4.040*	CoEng	Chemical	<u>Certificate of Graduate Study in Engineering Analysis and Quality</u>
15-16-4.045*	CoEng	Biomedical	<u>Specialization in Biomedical Eng. for the MS in Engineering</u>
15-16-5007	CPA	Music	<u>Post Baccalaureate Certificate in Music Therapy</u>
15-16-5.035*	CPA	Music	<u>Music Therapy Specialization</u>
15-16-6012	CHSS	English	<u>CUGS in Professional Development and Practice</u>
15-16-6.016	CHSS	Philosophy/Religion	<u>Certificate of Undergraduate Study in Ethics</u>
15-16-6.018*	CHSS	Philosophy/Religion	<u>Certificate of Undergraduate Study in Religion Studies</u>
15-16-6.019*	CHSS	Philosophy/Religion	<u>Certificate of Undergraduate Study in Philosophy</u>
15-16-6.017	CHSS	Philosophy/Religion	<u>CUGS in Asian Philosophy and Religion</u>

15-16-7.017	CHSS	Sociology/Anthropology	<u>COGS: Urban Health Disparities</u>
15-16-8.054*	CSM	Psychology	<u>CUGS in industrial Organizational (I/O) Psychology</u>
15-16-8.070*	CSM	Math	<u>CUGS: Actuarial Exam FM Foundations</u>

*Approved pending revisions

** Approved pending significant revision and committee review

RESOLUTION TO IMPROVE THE FINALS SCHEDULE

The following suggestions made by the University's Scheduling Committee are for improving the final exam schedule **on the Glassboro campus:**

SUGGESTIONS FROM THE UNIVERSITY SCHEDULING COMMITTEE:

- 1) The current finals schedule will be replaced by designating the last seven calendar days of a semester as the official "Finals Week," which will follow the same class meeting schedule as the prior weeks of the term. (No finals will be scheduled on the Sunday of the last seven calendar days of the semester.)
- 2) Finals will be offered during "Finals Week," during the normal class meeting period (or periods). For classes with multiple meeting days per week, instructors may choose to use any one or all of the periods to administer final exams/activities.
- 3) Combined finals (for classes that do not regularly meet at the same day and time), conflicts, finals which require additional time, or finals that cannot be conducted during the new finals week schedule will be scheduled on the Saturday of the "Finals Week."
- 4) Pilot this new "Finals Week" for at least one Spring/Fall term, and review feedback, making changes where necessary.

DETAILS OF FINALS SCHEDULING

PROBLEM TO BE SOLVED:

Rowan's student population has grown substantially, which has created difficulty in assigning physical classroom space for finals, and providing a positive finals environment, following the current finals schedule. The current finals schedule assigns classes to finals time blocks that do not match the meeting patterns of the course, resulting in student and faculty confusion, and in some cases, student and faculty conflicts with other final exams in other classes. Also, with exams often scheduled at different days/times than the class meeting pattern, student work schedules and availability to be on campus are affected.

GUIDELINES:

The University Scheduling Committee believes it is necessary to revamp the finals process to provide an improved academic environment for student success. To achieve this objective, the finals schedule would be reworked to follow the current scheduling time slots and guidelines, (as addressed previously by the committee and the subsequently Senate-approved revised scheduling procedure - the goal for the committee was to make a scheduling system that was fair, flexible, and dynamic and would spread classes equitably across approved schedule time slots).

The Committee also wants to ensure that faculty members without specialized finals requirements (combined sections, requests for more time, etc.) know their final exam assignments prior to the start of the semester, and where possible, that students have access to any specialized finals requirements prior to course registration.

These changes would apply to the Glassboro campus only.

ASSIGNING FINALS SLOTS:

Final Exams, (those without special requirements), will be offered in each section's department approved, assigned classroom, in the last week of the term. Finals may occur during any one or all of that section's meeting periods of the week. (Double-period sections already include potential for extra exam time, under this new system.)

Like the current final exam schedule, student exam conflicts, (which in a new system should be almost completely eliminated), would be worked out between student and faculty, and an appropriate make-up exam period offered, within the final week of classes. The official conflict day for Finals Week will be Saturday.

DEPARTMENT OF UNIVERSITY SCHEDULING RESPONSIBILITIES:

1. Collect information from departments (ideally, before student registration begins) regarding class sections with special final exam requirements, and assign exam days/times/rooms to meet those special needs. (All other finals, occurring during a course's standard meeting periods, will not need to be coded in Banner.)

ACADEMIC DEPARTMENT CHAIRS RESPONSIBILITIES:

1. Approve individual faculty requests for any special final exam requirements, and transmit this approval to University Scheduling

TIMELINE FOR FINAL EXAM SCHEDULING UNDER THE PROPOSED SYSTEM:

A detailed finals calendar will be provided to colleges/departments prior to the beginning of the scheduling process for a given semester. The goal of the finals calendar will be to provide departments and colleges with ample time to complete their scheduling responsibilities while also attempting to set the schedule early enough for the university.

OLD SCHEDULE:

FINAL WEEK ACTIVITY SCHEDULE -- Spring 2016

Faculty are encouraged to provide an end-of-course learning experience for every course. The faculty are encouraged to utilize the time set aside during the final week as published in the Schedule of Courses. Times are provided for every class, and normal meeting times are used for evening classes. "Common examination" times must be arranged with University Scheduling. If a faculty member does not give a final examination at an officially allotted time during final week, he/she is required to use that time for instructional purposes. All efforts will be made to schedule once-per-week double period courses on their normal meeting day, and as close to normal meeting time as possible. Evening classes shall meet during final week at the regular times for the purposes of either a final exam or other instructional activity.*

Tuesday, May 3, 2016

For classes with meeting pattern T/R or T/R/F at 8:00am..... 8:00am - 10:00am
 For classes with meeting pattern T/R or T/R/F 9:30am 10:15am - 12:15pm
 For classes with meeting pattern T/R or T/R/F 12:30pm 12:30pm - 2:30pm
 For classes with meeting pattern T/R or T/R/F 2:00pm 2:45 pm – 4:45pm
 For classes with meeting pattern T/R or T/R/F 5:00pm 5:00pm - 7:00pm

Wednesday, May 4, 2016

For classes with meeting pattern M/W or M/W/F at 8:00am 8:00am - 10:00am
 For classes with meeting pattern M/W or M/W/F at 9:30am 10:15am - 12:15pm
 For classes with meeting pattern M/W or M/W/F at 12:30pm 12:30pm - 2:30pm
 For classes with meeting pattern M/W or M/W/F at 2:00pm 2:45pm - 4:45pm
 For classes with meeting pattern M/W or M/W/F at 5:00pm 5:00pm - 7:00pm

Thursday, May 5, 2016

Conflict time..... 8:00am - 10:00am
 For classes with meeting pattern T/R or T/R/F at 11:00am..... 10:15am – 12:15pm
Conflict time..... 12:30pm - 2:30pm
 For classes with meeting pattern T/R or T/R/F at 3:30pm 2:45pm - 4:45pm

Friday, May 6, 2016

For classes with meeting pattern W/F at 8:00am 8:00am - 10:00am
 For classes with meeting pattern W/F at 9:30am 10:15am - 12:15pm
 For classes with meeting pattern W/F at 11:00am 12:30pm - 2:30pm
 For classes with meeting pattern W/F at 12:30pm 2:45pm - 4:45pm

Saturday, May 7, 2016

Conflict time..... 8:00am - 10:00am
Conflict time..... 10:15am - 12:15pm
Conflict time..... 12:30pm – 2:30pm
Conflict time..... 2:45pm – 4:45pm

Monday, May 9, 2016

Conflict time..... 8:00am - 10:00am
 For classes with meeting pattern M/W or M/W/F at 11:00am 10:15am - 12:15pm
Conflict time..... 12:30pm - 2:30pm
 For classes with meeting pattern M/W or M/W/F at 3:30pm 2:45pm – 4:45pm

If the University is closed during finals week due to inclement weather, the faculty member should reschedule the exam during any available conflict time. If the closure happens on the final Monday, make up exams may be rescheduled for: **Tuesday, May 10, 2016 from 8 – 10 am.**

**For all classes that meet once a week, 5:00pm -7:45pm, the Exam time will be 5:00pm -7:00pm.*

**For all classes that meet 6:30pm , the Exam time will be 7:00pm -9:00pm.*

**For all classes that meet 8:00pm, the Exam time will be 9:00pm -11:00pm.*

Times	Tuesday, 05/03	Wednesday, 05/04	Thursday, 05/05	Friday, 05/06	Saturday, 05/07	Monday, 05/09
8:00 - 10:00am						
10:15am - 12:15pm						

12:30 - 2:30pm						
2:45 - 4:45pm						
5:00 - 7:00pm						
7:00 - 9:00pm						
9:00 - 11:00pm						

PROPOSED NEW FINALS SCHEDULE:

The proposed new schedule would follow a course’s regular meeting patterns, so no special grids or charts would be necessary. Any sections with special final exam requirements, which have been approved by the respective academic department, would be coded in Banner and appear on the Section Tally, so students are aware that the specific section has a non-standard final exam timeslot.

Finals begin on different days of the week each term, depending on how the calendar falls. This example begins on Monday but can be used for a start on any day of the academic week (M-S).

Under the new proposal, the last seven calendar days in the semester would be designated “Finals Week” and finals would be held during the normal class meeting patterns. Saturdays will be used for Saturday classes, as well as combined finals (for classes that do not regularly meet at the same day and time), conflicts, finals which require additional time, or finals that cannot be conducted during the new finals week schedule for practical/pedagogical reasons.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am – 9:15am						
9:30am – 10:45am						
11:00am – 12:15pm						
12:30pm – 1:45pm						
2:00pm – 3:15pm						
3:30pm – 4:45pm						
5:00pm – 6:15pm						

6:30pm – 7:45pm						
8:00pm – 9:15pm						
9:30pm – 10:45pm						

