MEMORANDUM

DATE: September 29, 2014

TO: David Valentine, Faculty Alliance Chair

FROM: Pat Gamble, President

RE: Common Calendar Implementation

Thank you for your good guidance on how we might develop the implementation of the UA common calendar. As a result, please review and share the following information with the Faculty Alliance.

To facilitate the Board of Regents’ mandate that UA adopt a common calendar across the system (P10.04.100. Academic Calendar¹) we have agreed on the formation of UA Common Calendar Advisory Task Force with representation, charge, and timeline as follows:

UA Common Calendar Advisory Task Force:

The task force will consist of 3 faculty, 3 student services professionals (perhaps the University Registrars), a technical advisor, and a representative from a rural campus. I am appointing Associate Vice President Saichi Oba as group facilitator. In addition, the following characteristics, or ready access to the following, should be present within the task force membership:

¹ P10.04.100. Academic Calendar
A common academic calendar for all university campuses will provide for a fall and spring semester of not less than fifteen weeks of instruction, which may include examination days; start and end dates, recesses, and daily schedules, i.e., course blocks, will be common among all campuses. Class schedules must provide for a minimum of 800 minutes of instruction per credit hour.

(04-04-14)
a. Experience and familiarity with synchronous e-delivery of courses;

b. Familiarity with "non-traditional" as well as traditional student needs and patterns;

c. Familiarity with accreditation requirements;

d. Familiarity with main campus and rural campus needs and patterns; and

e. Familiarity with space needs and constraints.

The charge of the task force is to scope and assess the benefits, costs, and any mitigating or prohibitive circumstances to aligning elements of the calendar, including but not limited to the following: semester start and end, break timing and duration, and class period (including labs and passing times) duration and timing. The scoping might also include evaluation of partial implementation options that successfully address major problems (e.g., synchronous e-learning, evening, a subset of weekly classes). The task force should reach out to affected communities (students, school districts, faculty, military, state agencies) to request ideas, constraints, and feedback for various proposals. The task force will take into account the modifications of the various technical systems in use at UA, i.e. - Banner, Blackboard, etc. The taskforce will also make a recommendation as to potential unified start and end dates for Academic Year 2017.

Timeline: the task force will provide a brief preliminary report by December 1, 2014 to the President, Faculty Alliance, and university leadership. The final report will be due February 16, 2015 and will include both a summary and set of recommendations and/or options for implementation of the of calendar alignment mandate.

PKG

cc: Dana Thomas, Vice President Academic Affairs & Research
Saichi, Oba, Associate Vice President Student & Enrollment Services