



UNIVERSITY OF WISCONSIN  
**PLATTEVILLE**  
ACADEMIC AFFAIRS

May 12, 2015

**TO:** Chuck Cornett (Chair, Faculty Senate); Amy Griswold (Chair, Academic Staff Senate); Kurt Tuesacher (Classified Staff Senate); Sydney Bend (President, Student Senate)

**FROM:** D. Joanne Wilson  
Calendar Committee

**RE:** Recommendations regarding Academic Calendar

Members of the calendar committee met on Tuesday, May 5, 2015. Members present were Joanne Wilson, Cinda Furry, Chuck Cornett, Linda Mulroy-Bowden, David Kieckhafer, Amy Griswold, Abulkhair Masoom, and Amber Inman.

The Provost had asked the committee to consider a number of items. In addition, committee members had other items to add to the consideration list.

The list of discussion items included the following:

- Passing time between classes
- Fall Break and the April Break in Spring Semester
- The number of MF classes missed in some semesters due to Thanksgiving Break, Labor Day, etc.
- Cooperation with the Platteville K-12 system (primarily with regards to scheduling of spring break)
- Winterim Schedule (to address concerns of the HLC Steering Committee)

The committee recommends the following:

- Reduce the time in MWF classes to 50 minutes, so that there are 10 minutes between classes on MWF. Reduce the time in T-TH classes to 75 minutes, leaving 15 minutes between classes.
- Encourage faculty and instructional academic staff to be respectful of the next class entering the classroom (instances were cited where faculty continue to teach beyond the scheduled time, making it difficult to transition classes smoothly).
- Keep the Fall Break in the calendar.
- Reduce the April Break to a 3-day weekend. Recognizing the request of Student Senate, it is recommended that classes be held on Friday and that Monday be a "day of no classes."

**D. Joanne Wilson, Assistant Vice Chancellor**

2513 Ullsvik Hall | 608.342.1262 | Fax: 608.342.1270 | wilsonj@uwplatt.edu  
1 University Plaza | Platteville WI 53818-3099 | www.uwplatt.edu



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- Encourage all faculty and instructional academic staff to be aware and recognize significant religious holidays when scheduling exams and major assignments. UW-Madison has a Web page for this purpose (<http://www.secfac.wisc.edu/governance/ReligiousObservancesMemo.htm>) which includes a link to a calendar of religious holidays ([www.interfaithcalendar.org/](http://www.interfaithcalendar.org/)).
- The calendar committee also recommends that the calendar committee consider the number of Mondays, Tuesdays, etc. for which classes are scheduled in a semester. If there are a number of Mondays or Tuesdays missing, we recommend that the campus consider some creative scheduling to “make up” a Monday, (one campus schedules an extra “Monday class” on the Wednesday before Thanksgiving instead of the Wednesday classes).
- The committee recommends that Joanne Wilson pays a courtesy visit to the Superintendent of the K-12 Platteville School district to discuss requirements of the K-12 schedule such as ACT testing.
- The committee agreed that time did not allow for an in-depth discussion regarding the length and scheduling of Winterim. There was concern that extending Winterim might conflict with the standard nine month contract and that this should be discussed with Human Resources before recommendations are made. This item has been referred to the Assistant/Associate Deans Committee, which includes AVCAA Wilson and Registrar Kieckhafer. We asked that they bring a recommendation forward in Fall 2015.

Registrar Kieckhafer believes that we can schedule the change in passing time for the 2016 Fall Semester. We recommend that if this is possible, that the new schedule of 50 minutes on MWF and 75 minutes on T-Th begins in the 2016 Fall Semester.