



RUTGERS

THE STATE UNIVERSITY
OF NEW JERSEY

Robert L. Barchi, President

February 11, 2013

Mr. Kenneth Swalagin
University Senate
Rutgers, The State University of New Jersey
ASB III, Suite 110
Cook/Douglass Campus

Dear Mr. Swalagin:

I am writing in response to the Report and Recommendations on the follow-up to Charge S-1003A on the Academic Calendar Part 2, as amended and adopted by the University Senate on January 25, 2013.

My administration is pleased to accept the Senate's recommendations regarding the fall academic calendars for 2015 and 2020. By copy of this letter, I am notifying Chris Morrett, Director of Space Management and Scheduling, of the need to implement these calendar changes.

I thank the members of the Academic Standards, Regulations and Admissions Committee for their continued attention to this issue, and for their ongoing consideration of changes to future academic year calendars.

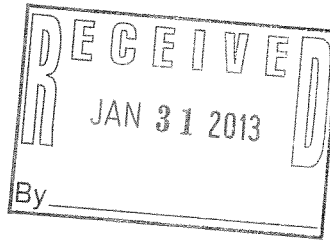
Sincerely,

Robert L. Barchi

c: Richard Edwards, Executive Vice President for Academic Affairs and
Interim Chancellor, New Brunswick Campus
Ken Iuso, Registrar
Chris Morrett, Director of Scheduling and Space Management
Wendell Pritchett, Chancellor, Camden Campus
Don Smith, Vice President for Information Technology
Philip Yeagle, Interim Chancellor, Newark Campus

January 28, 2013

Dr. Robert Barchi
President of the University
Old Queen's



Dear President Barchi:

The University Senate, at its regular meeting on January 25, 2013, adopted the attached Report and Recommendations on Follow-Up to Charge S-1003A on Academic Calendar, Part 2, as presented by the Senate's Academic Standards, Regulations and Admissions Committee (ASRAC), and as amended on the Senate floor. The ASRAC is co-chaired by Senators Martha Cotter and Dan Schantz.

This Senate report is also available online at:

<http://senate.rutgers.edu/ASRAConS1003AAcademicCalendarFollowUpJanuary2013.pdf>

The Senate's Academic Standards, Regulations and Admissions Committee had been charged as follows:

Charge S-1003A Academic Calendar, Part 2, Continued charged ASRAC with continuing to consider future changes to the fall academic calendar beyond the changes adopted for fall 2010 and fall 2011. S-1003A was a continuation of Charge S-1003, Fall Academic Calendar, which charged ASRAC with three tasks: (1) considering the potential problems with the Fall 2010 academic calendar; namely, the fact that the first class meeting for sections of courses meeting on Monday only would not take place until near the end of the second week of classes; (2) recommending whether or not changes should be made to the Fall 2010 academic calendar to solve the problems identified, and (3) revisiting the academic calendar for subsequent years to see if changes should be made in order to avoid similar problems with Monday classes in the future.

This report is transmitted to you by the University Senate in its legislative capacity.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Swalagin".

Ken Swalagin
Executive Secretary of the University Senate

copy: M. Cotter, ASRAC Co-Chair
C. Morett, Director of Scheduling and Space Management
D. Schantz, ASRAC Co-Chair
R. Edwards, Executive VP for Academic Affairs

attachment

Rutgers University Senate
Academic Standards, Regulations, and Admissions Committee
Follow-up to Charge S-1003A
January 2013

Background

Charge S-1003A Academic Calendar, Part 2, Continued charged ASRAC with continuing to consider future changes to the fall academic calendar beyond the changes adopted for fall 2010 and fall 2011. S-1003A was a continuation of **Charge S-1003, Fall Academic Calendar**, which charged ASRAC with three tasks: (1) considering the potential problems with the Fall 2010 academic calendar; namely, the fact that the first class meeting for sections of courses meeting on Monday only would not take place until near the end of the second week of classes; (2) recommending whether or not changes should be made to the Fall 2010 academic calendar to solve the problems identified, and (3) revisiting the academic calendar for subsequent years to see if changes should be made in order to avoid similar problems with Monday classes in the future.

ASRAC responded to the first two parts of Charge S-1003 in April 2010 and recommended that the academic calendar for fall 2010 be changed so that Monday classes would meet on Wednesday, September 8, and Wednesday classes would meet on Monday, November 22. The Senate endorsed ASRAC's recommendation and the recommended changes to the fall 2010 academic calendar were implemented.

ASRAC gave a partial response to the second part of Charge S-1003 in October 2010 and recommended the following changes in the designations of class days for fall 2011:

1. Thursday, September 8, 2011 – Monday classes meet.
2. Monday, November 21, 2011 – Wednesday classes meet.
3. Tuesday, November 22, 2011 – Thursday classes meet.

These changes to the Fall 2011 academic calendar were approved by the Senate and were implemented.

ASRAC's goal in responding to charge S-1003A was to propose and consider a series of possible fall academic calendars that would satisfy as many of the following constraints as possible:

- Monday-only classes should not have their first meeting late in the second week of the semester.
- The number of changes of class day designations should be minimized.
- There should be the mandated 14 full weeks of classes.
- There should be one or two reading days between the end of classes and the beginning of final exams.
- There should be no final exams on Dec. 24th.

The Committee considered seven different cases; i.e., years in which Labor Day occurs on the 1st, 2nd, ... , 7th of September, respectively; these correspond to the first of September falling on a Monday, Sunday, Saturday, ... , Tuesday, respectively. A variety of options was considered in each case, including, in some cases, starting before September 1st and/or having no classes Thanksgiving week (a fall break in effect).

After much deliberation, ASRAC members agreed to recommend to the Senate that the fall academic calendars for cases 1 through 4 remain as they had been; i.e., option I in ASRAC's April 2012 report. For Case 5, which will occur in fall 2016 and fall 2022, ASRAC recommended an alternative calendar (option I in the April 2012 report) in which classes will start on Tuesday, Sept. 6 and end on Wednesday, December 14; there will be one reading day and the usual change of class day designations during Thanksgiving week; and final exams will end on Friday, December 23. The Committee decided, however, that it was not ready to make a recommendation regarding case 6 or case 7 without further consultation with faculty, students, staff, and administrators on all three Rutgers Campuses and that it wished to ask the Administration to assist the Committee in this consultative process.

In its April 2012 report, ASRAC therefore made the following three formal recommendations:

1. No changes should be made to the projected fall academic calendars for 2013, 2014, 2017, 2018, or 2019.
2. The Case 5, Option I fall academic calendar should be adopted for 2016 and 2022.
3. The Administration should be asked to assist the Senate in determining which of the available options for cases 6 (2021) and 7 (2015, 2020) would be best by getting input on this matter from members of the Council of Deans and the Administrative Council.

These recommendations were approved by the Senate. That action set the fall academic calendars for fall 2013, 2014, 2016, 2017, 2018, 2019, and 2022. These calendars, corresponding to cases 1 through 5, are given in Appendix A.

Discussion and Recommendation

ASRAC has not yet completed its consultation with students, faculty, staff, and administrators concerning this matter and is not yet ready to make a recommendation with regard to the fall 2021 academic calendar (case 6). On the basis of the input received so far, however, the Committee is now ready to recommend a fall academic calendar for 2015 and 2020 (case 7). This calendar has the following features:

- Classes begin on Tuesday, September 1 and end on Thursday, December 11.
- Monday classes meet on Tuesday, September 8.
- Friday classes meet the Wednesday before Thanksgiving.
- There are two reading days (and a weekend) between the end of classes and the beginning of final exams.
- There is the normal 8-day final exam period, ending on Tuesday, December 22.

An alternative calendar originally favored by some ASRAC members has the following features:

- Classes would begin on Tuesday, September 8 and end on Wednesday, December 16.
- There would be the traditional change of class day designations during Thanksgiving week; i.e., Thursday classes meeting on Tuesday and Friday classes meeting on Wednesday.
- There would be no reading days and a 7-day final exam period (if that is possible), ending on Wednesday, December 23.

While it is not yet clear if there is a consensus among faculty, staff, and administrators on this issue, it is clear that students overwhelmingly prefer the first option above since they very highly value reading days. Moreover, a slight variant of this calendar seemed to work well and evoked very few complaints when it was followed in fall 2009.

Based on the above considerations, ASRAC recommends that the following academic calendar be adopted for fall 2015 and fall 2020:

Fall Semester Begins	Tues. Sept. 1
Changes in Designation of Class Days	Tues. Sept. 8, Mon. classes Wed. Nov. 25. Fri. classes
Thanksgiving Recess	Thurs. Nov. 26 – Sun. Nov. 29
Regular Classes End	Thurs. Dec. 10
Reading Days	Fri. Dec. 11 Mon. Dec. 14
Final Exams Begin	Tues. Dec. 15
Final Exams End	Tues. Dec. 22

2012-13 Academic Standards, Regulations and Admissions Committee

Cotter, Martha, GS-NB (F), Co-chair

Schantz, Daniel, Newark Staff, Co-chair

Ansari, Jalal SAS-NB (S)

Avakame, Edem, SCJ (F)

Balog, Katalin, FAS-N (F)

Bhuyan, Sanjib, SEBS (F)

Boikess, Robert, SAS-NB (F)

Covington, Anthony, SAS-NB (S) Evans, Samuel, CCAS (S)

Richard Falk, SAS-NB Acting Executive Dean (A) – *Administrative Liaison*

Fernandez, Katherine, SAS-NB (S)

Grabosky, Jason, GS-NB (F)

Haibach, Michael, GS-NB (S)

Jackson, Gregory, Interim VP for Undergraduate Education (*Non-senator*)

Jaloudi, Ali, Law-N (S)

Katz, Harriet, Law-C (F)

Lindenmeyer, Kriste, FAS-C Dean (A)

Naus, Joseph, SAS-NB (F)

Patel, Rutvij, Engineering (S)

Pottick, Kathleen, SSW Acting Dean (A)

Schrire, Carmel, SAS-NB (F)

Shamshair, Saad, SAS-NB (S)

Szatrowski, Ted, At-Large N (F)

Takhistov, Paul, SEBS (F)

Van de Walle, Gretchen, Acting Associate Dean for Undergraduate Education, NCAS (A)

Vander Hoff, James, At-Large Newark (F) Vodak, Mark, SEBS (F)

Wang, Yuchung, GS-C (F)

Winkler, Matthew, NB Staff

Wolf, Ian, SAS-NB (S)

Appendix: Previously Approved Fall Academic Calendars

	Case 1 (2014)	Case 2 (2013,2019)	Case 3 (2012,2018)
Fall Semester Begins	Tues. Sept. 2	Tues. Sept. 3	Tues. Sept. 4
Changes in Designation of Class Days	Tues. Nov. 25, Thur. classes	Tues. Nov. 26, Thur. classes	Tues. Nov. 20, Thur. classes
Thanksgiving Recess	Wed. Nov. 26, Fri Classes	Wed. Nov. 27, Fri classes	Wed. Nov. 21, Fri Classes
Regular Classes End	Thur. Nov 27 – Sun. Nov. 30	Thur. Nov 28 – Sun. Dec. 1	Thur. Nov 22–Sun. Nov. 25
Reading Days	Wed. Dec. 10	Wed. Dec. 11	Wed. Dec. 12
	Thur. Dec. 11	Thur. Dec. 12	Thur. Dec. 13
	Fri. Dec. 12	Fri. Dec. 13	
Final Exams Begin	Mon. Dec. 15	Mon. Dec. 16	Fri. Dec. 14
Final Exams End	Mon. Dec. 22	Mon. Dec. 23	Fri. Dec. 21

	Case 4 (2017)	Case 5 (2016,2022)
Fall Semester Begins	Tues. Sept. 5	Tues. Sept. 6
Changes in Designation of Class Days	Tues. Nov. 21, Thur. classes	Tues. Nov. 22, Thur. classes
Thanksgiving Recess	Wed. Nov. 22, Fri classes	Wed. Nov. 23, Fri Classes
Regular Classes End	Thur. Nov 23 – Sun. Nov. 26	Thur. Nov 24–Sun. Nov. 27
Reading Day	Wed. Dec. 13	Wed. Dec. 14
Final Exams Begin	Thur. Dec. 14	Thur. Dec. 15
Final Exams End	Fri. Dec. 15	Fri. Dec. 16
	Fri. Dec. 22	Fri. Dec. 23