Committee on Academic Support  
Meeting Minutes  
October 20, 2011

**Attendees:** Kimberly Brown, Tom Brown, Mike Denbow, Bruce Hayden, John Hole, Rachel Holloway, Cindy Koziol, Shelley Martin, Michelle McLeese, Bobbie Potter, Cliff Ragsdale, Ken Smith, Katie Wilson

**Absent:** Chad Bolding, Ginny Fowler, Kathy Hosig, Paolo Mattavelli

The meeting began at 2:00pm in Pamplin 1060.

Chair Mike Denbow called the meeting to order and asked the committee members present to introduce themselves. The chair then reviewed the charge of the committee: “To systematically review and provide advice on broad policy issues relating to academic support, including but not limited to the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.”

Mike Denbow indicated that a major task of this committee is to approve or recommend changes to the 5-year calendar for the university. He reviewed several issues that impact and constrain calendar decisions. The committee briefly discussed issues associated with incorporating a longer fall break in the calendar, possibly requiring a shorter Thanksgiving break. Tom Brown suggested that many students need more of a break earlier in the fall semester and also noted that the current Friday-Sunday break in early October might not be the best plan going forward. Because the committee had only received the proposed 5-year calendar earlier in the day, Mike Denbow suggested that committee members poll their respective constituencies and be prepared to take up discussion of this and other calendar-related issues at its next meeting on November 3. A suggestion was made to ask Wanda Dean to provide a summary of the number of classes taught per day of the week as input for the committee’s deliberations on the potential timing of breaks.

Mike Denbow discussed the recent elimination of subsidized loans for graduate students. It was suggested that the committee invite Dr. Barry Simmons, Director of Scholarships and Financial Aid, to its meeting on November 10 to provide additional information about this issue.

Mike Denbow noted that Provost McNamee has appointed a task force to investigate potential changes to summer sessions. This might include, for example, a new summer bridge program for incoming freshmen during the second summer session. This issue could impact the calendar and is, therefore, relevant to the business of this committee.
The committee briefly discussed the suggestion of a trimester academic year format mentioned recently as a possibility in the university’s strategic plan. As this is currently just an idea, there is no immediate impact on the calendar at this point.

Future meetings of this committee were scheduled for November 3 and November 10 at 2:00, location to be announced. The chair also asked committee members to hold December 8 at 2:00 as an additional possible meeting date, if needed.

There being no further business, the committee adjourned at 2:30pm.

**Action Items:**

Dr. Kimberly Brown will invite Dr. Barry Simmons to the committee’s meeting on November 10 at 2:00.

The committee will ask Wanda Dean to supply the committee with a summary of the number of classes taught per day of the week.