

Academic Policy Committee  
Minutes  
February 14, 2017

**Members present:** Sarah Ash, Alton Banks, Marina Bykova, Jeremy Feducia, Kerry Havner, Greg Young, Paul Huffman, Neal Parker

**Members Absent:** Chang Nam, Sophia Kathariou, Jennifer Kuzma, Donna Carver

**Guests:** Brittany Mastrangelo, Registration and Records; David Parish, chair of University Calendar Committee; Jerome Lavelle representing Associate Deans

**Topic:** **Changing final exam time from 3 to 2 hours.**

Background:

- It's become increasingly hard to add everything that's wanted/needed in a semester, e.g., Maymester, reading days, more common exams.
- The timing of grade submissions affects progress towards degree and suspension: now that these actions can happen in the fall, instead of just in the spring, affected students have limited time to meet with university officials before the next semester with relatively late posting of grades.
- From Lavelle (thinking of Associate Deans): Other members of the University community (e.g., housing, facilities) could benefit from extra days between semesters (for example to get dorm rooms ready). In addition, relatively late posting of grades affects the ability of program coordinators to evaluate intra-campus transfer requests in a timely fashion.

The calendar committee looked at peer institutions—we are an “anomaly” (as per the Chancellor). The majority have 2-hour exams. Documents at end reflect data collected (and presented) by Calendar Committee, Sarah Ash, Paul Huffman, and Alton Banks

We have 7 days of exams w/ no exams on the weekend; that stretches the exam period over 2 weeks. Other institutions have 5 days and many have Saturday exams.

Most have the same policies we do that students are not required to take >2 exams in a 24-hour period (Ga Tech includes a conflict period day).

Some schools have both 2-hour and 3-hour exam options. Some start early (7:30 am) and/or end late (10:30 pm); some have less time between exam periods (we have two hours while some schools have 30 minutes). So there are different ways to do this.

Maybe move all common exams to Saturday.

- Calendar committee thinks that more study is needed. Is complicated: some people don't give exams at all; others don't want to give up the 3-hour opportunity for cumulative final.
- Associate deans endorse the idea for folks to come together to talk about option.

**Concern:** Are we “dumbing down” education; why should calendar dictate academic standards?

**Concern:** Maybe we really need a 4-hour v. 3-hour period. Final exam is where a faculty member can really find out what students know.

**Question:** How do the 3-hour exams fit into overall credit hour requirements from SACS?

- **Answer:** Requirement is 750 minute/ credit hour/semester, which includes the 3-hour final exam. ([Regulation 02-20-17](#))

We are currently over the requirement, so there is some room with regard to reducing the number of contact hours by reducing the number of exam hours; *but would need to rewrite the policy.*

A side benefit would be bringing the policy, which currently states that faculty are required to have a final exam, in line with the reality that many faculty don't give finals at all.

Greg Young: Faculty he surveyed in Management said most students don't take the full 3 hours, and not everyone gives cumulative final, therefore 3hrs versus 2hrs might not matter to everyone.

**Question:** Why not get rid of reading days? Do students really use them effectively?

- **Answer:** Tried to get rid of them but the students complained.

**Question:** What can't we do because of the 3-hour exam?

- **Answer:** We are doing what we need to do. But is there a better way? Issue was brought up because of all the other institutions who have 2-hour exams, and considerations from other groups.

**Concern:** Also need to consider faculty time re issues like moving exams to Saturday and shortening the exam period: will faculty have sufficient time to grade, especially in classes w/ long essay-style exams and no TAs?

**Question:** What could we do differently with a 2-hour exam?

- **General discussion:** This proposal provides an opportunity to ask about the purpose of a final exam. At some level a final exam can only be a sampling; therefore does moving from 2 to 3 hours encourage us to think about the pedagogy more generally? Is a 3-hour final the best way to achieve our desired outcomes? May lead some faculty to think about redesigning their courses.

Registration and Records looked at how many classrooms were not being used during exam week. Is looking at determining how final exams are currently being used/given. Maybe there is a creative way to solve this problem and give faculty more flexibility.

**Question:** What about dead week?

Some might use it to give exams (some already do). Should rethink its purpose.

**Summary of issues that have arisen during the meeting:**

- Should we change from 3hrs to 2hrs or something else?
- Should we change dead week?
- Should we reconsider the policy?
- Should we survey the faculty?
- What fraction of faculty give final exams during the formal final exam period?
- What fraction of faculty use the final as a **comprehensive** assessment of material (as opposed to just another exam with limited material covered)?
- Should we consider Saturday exams?

- Would Saturday exams negatively affect faculty who use weekends to conduct major portions of their scholarship?
- What policies need to be considered? Revised?

**Question:** Who should drive this?

**Discussion:** Should be driven by faculty not the calendar committee--this is an academic issue that can have other benefits. The goal should not be to condense the calendar, but that may happen. Reframe the issue: optimize the use of final exams. The Academic Policy Committee seems like the logical group to lead the discussion.

Copy of handout provided by Dave Parish follows:

### Peer Institutions for NC State University

These peer institutions were selected by NC State in 2011 in concert with UNC-GA based on data published by IPEDS and other sources. The institutions selected are meant to be a meaningful comparison group, with a mixture of comparable peers and aspirational peers. This list is official as of October, 2011.

Peer Institution Home Page	Institutional Research or University Facts Page	Final Exam length
<a href="#">Colorado State University</a>	<a href="#">Institutional Research</a>	2 hr
<a href="#">Georgia Institute of Technology</a>	<a href="#">Institutional Research and Planning</a>	2 hr 50 min
<a href="#">Iowa State University</a>	<a href="#">Office of Institutional Research</a>	2 hr
<a href="#">Michigan State University</a>	<a href="#">Office of Planning and Budgets</a>	2 hr
<a href="#">Ohio State University</a>	<a href="#">Institutional Research and Planning</a>	2 hr
<a href="#">Penn State University-Main Campus</a>	<a href="#">Planning And Institutional Assessment</a>	1 hr 50 min
<a href="#">Purdue University-Main Campus</a>	<a href="#">Office of Institutional Research</a>	2 hr
• <a href="#">Rutgers University</a>	<a href="#">Institutional Research and Academic Planning</a>	3 hrs
<a href="#">Texas A &amp; M University</a>	<a href="#">Office of Institutional Studies and Planning</a>	2 hr
<a href="#">University of Arizona</a>	<a href="#">Institutional Research and Planning Support</a>	2 hr
<a href="#">University of California-Davis</a>	<a href="#">Administrative and Resource Management</a>	2 hr
<a href="#">University of Florida</a>	<a href="#">Office of Institutional Research</a>	2 hr
• <a href="#">University of Illinois-Urbana/Champaign</a>	<a href="#">Office for Planning and Budgeting</a>	3 hr
<a href="#">University of Maryland-College Park</a>	<a href="#">Institutional Research Planning &amp; Assessment</a>	2 hr
<a href="#">University of Wisconsin-Madison</a>	<a href="#">Academic Planning and Analysis</a>	2 hr
<a href="#">Virginia Polytechnic Institute</a>	<a href="#">Institutional Research and Effectiveness</a>	2 hr

Direct questions to University Planning and Analysis ([Lewis\\_Carson@ncsu.edu](mailto:Lewis_Carson@ncsu.edu)).

## FINAL EXAMINATION SCHEDULE - SPRING TERM 2017

Class Meeting	Period	Exam Date	Exam Time
TR 4:35pm	1	Apr 27 (Thurs)	2:50pm - 5:40pm
MWF 11:05am	2	Apr 28 (Fri)	8:00am - 10:50am
MWF 2:05pm	3	Apr 28 (Fri)	11:30am - 2:20pm
MWF 3:05pm	4	Apr 28 (Fri)	2:50pm - 5:40pm
MWF 12:05pm	5	May 1 (Mon)	8:00am - 10:50am
MWF 9:05am	6	May 1 (Mon)	11:30am - 2:20pm
MWF 4:05pm	7	May 1 (Mon)	2:50pm - 5:40pm
TR 9:35am	8	May 2 (Tues)	2:50pm - 5:40pm
TR 3:05pm	9	May 2 (Tues)	6:00pm - 8:50pm
MWF 8:05am	10	May 3 (Wed)	8:00am - 10:50am
MWF 10:05am	11	May 3 (Wed)	11:30am - 2:20pm
MWF 1:05pm	12	May 3 (Wed)	2:50pm - 5:40pm
TR 12:05pm	13	May 4 (Thurs)	8:00am - 10:50am
TR 1:35pm	14	May 4 (Thurs)	11:30am - 2:20pm
TR 8:05am	15	May 4 (Thurs)	2:50pm - 5:40pm
CONFLICT PERIOD	16	May 5 (Fri)	8:00am - 10:50am
CONFLICT PERIOD	17	May 5 (Fri)	11:30am - 2:20pm
<b>Common Final Exams</b>			
<b>CS 1371</b>			
CS 1371 A	18	Apr 27 (Thurs)	6:00pm - 8:50pm
CS 1371 B	19	May 1 (Mon)	6:00pm - 8:50pm
CS 1371 C	20	May 3 (Wed)	6:00pm - 8:50pm
CS 1371 D	21	May 4 (Thurs)	6:00pm - 8:50pm
<b>ECE 3710</b>			
ECE 3710 - All Sections	18	Apr 27 (Thurs)	6:00pm - 8:50pm
<b>PHYS 2211 &amp; 2212</b>			
PHYS 2212 - All Sections	19	May 1 (Mon)	6:00pm - 8:50pm
PHYS 2211 - All Sections	20	May 3 (Wed)	6:00pm - 8:50pm

### Notes

Examinations for Evening classes that meet one day per week, 5:30pm or later, will be administered from 6:00pm-8:50pm as follows:

Class Meeting Day	Exam Date
Monday	Monday - May 1
Tuesday	Thursday - May 4
Wednesday	Wednesday - May 3
Thursday and Friday	Thursday - April 27

### Final Examination Schedule – Spring 2017

Any questions may be directed to 979-845-1031 or registrar@tamu.edu.

Final Exam Date	Final Exam Time	Regular Class Meeting Time
Thursday, May 4, 2017	7:30 – 9:30 a.m.	<ul style="list-style-type: none"> <li>• MW 5:45 – 7:00 p.m.</li> <li>• MW 6:20 – 7:35 p.m.</li> </ul>
	10:00 a.m. – 12:00 p.m. (noon)	<ul style="list-style-type: none"> <li>• MWF 8:00 – 8:50 a.m.</li> <li>• MWF 8:35 – 9:25 a.m.</li> </ul>
	12:30 – 2:30 p.m.	<ul style="list-style-type: none"> <li>• TR 9:35 – 10:50 a.m.</li> <li>• TR 10:20 – 11:35 a.m.</li> </ul>
	3:00 – 5:00 p.m.	<ul style="list-style-type: none"> <li>• TR 11:10 a.m. – 12:25 p.m.</li> <li>• TR 11:55 a.m. – 1:10 p.m.</li> </ul>
	6:00 – 8:00 p.m.	<ul style="list-style-type: none"> <li>• MW 7:20 – 8:35 p.m.</li> <li>• MW 7:55 – 9:10 p.m.</li> </ul>
Friday, May 5, 2017	8:00 – 10:00 a.m.	<ul style="list-style-type: none"> <li>• MWF 9:10 – 10:00 a.m.</li> <li>• MWF 9:45 – 10:35 a.m.</li> </ul>
	10:30 a.m. – 12:30 p.m.	<ul style="list-style-type: none"> <li>• MWF 12:40 – 1:30 p.m.</li> <li>• MWF 1:15 – 2:05 p.m.</li> </ul>
	1:00 – 3:00 p.m.	<ul style="list-style-type: none"> <li>• TR 8:00 – 9:15 a.m.</li> <li>• TR 8:45 – 10:00 a.m.</li> </ul>
	3:30 – 5:30 p.m.	<ul style="list-style-type: none"> <li>• MW 4:10 – 5:25 p.m.</li> <li>• MW 4:45 – 6:00 p.m.</li> </ul>
Monday, May 8, 2017	8:00 – 10:00 a.m.	<ul style="list-style-type: none"> <li>• MWF 10:20 – 11:10 a.m.</li> <li>• MWF 10:55 – 11:45 a.m.</li> </ul>
	10:30 a.m. – 12:30 p.m.	<ul style="list-style-type: none"> <li>• MWF 3:00 – 3:50 p.m.</li> <li>• MWF 3:35 – 4:25 p.m.</li> </ul>
	1:00 – 3:00 p.m.	<ul style="list-style-type: none"> <li>• TR 3:55 – 5:10 p.m.</li> <li>• TR 4:40 – 5:55 p.m.</li> </ul>
	3:30 – 5:30 p.m.	<ul style="list-style-type: none"> <li>• MWF 1:50 – 2:40 p.m.</li> <li>• MWF 2:25 – 3:15 p.m.</li> </ul>
	6:00 – 8:00 p.m.	<ul style="list-style-type: none"> <li>• TR 7:05 – 8:20 p.m.</li> <li>• TR 7:50 – 9:05 p.m.</li> </ul>
Tuesday, May 9, 2017	8:00 – 10:00 a.m.	<ul style="list-style-type: none"> <li>• TR 12:45 – 2:00 p.m.</li> <li>• TR 1:30 – 2:45 p.m.</li> </ul>
	10:30 a.m. – 12:30 p.m.	<ul style="list-style-type: none"> <li>• MWF 11:30 a.m. – 12:20 p.m.</li> <li>• MWF 12:05 – 12:55 p.m.</li> </ul>
	1:00 – 3:00 p.m.	<ul style="list-style-type: none"> <li>• TR 2:20 – 3:35 p.m.</li> <li>• TR 3:05 – 4:20 p.m.</li> </ul>
	3:30 – 5:30 p.m.	<ul style="list-style-type: none"> <li>• TR 5:30 – 6:45 p.m.</li> <li>• TR 6:15 – 7:30 p.m.</li> </ul>

VT

2016 - Fall View Exam Schedule

## Exam Schedule for Fall 2016

Exam Meeting Times	Friday, Dec 09	Monday, Dec 12	Tuesday, Dec 13	Wednesday, Dec 14	Thursday, Dec 15
7:45AM to 9:45AM	15M *CHEM 1035	11T	12M	16M	*ACIS 2115 *ACIS 2116 *ENGE 1215 *ESM 2304
7:45AM to 10:45AM	15B	11B	12B	16B	
10:05AM to 12:05PM	15T 16T	11M	12T 13T		09T 10T
10:05AM to 1:05PM					09B
11:05AM to 1:05PM				*BIT 2405 *BIT 2406 *MATH 2114 *MATH 2214	
1:05PM to 3:05PM	13M	08M	*ECE 1574 *ESM 2204 *MATH 1225 *SPAN 1105		09M
1:05PM to 4:05PM	13B	08B			
2:05PM to 4:05PM				14T	
2:05PM to 5:05PM				14B	
3:25PM to 5:25PM		08T	10M		
3:25PM to 6:25PM			10B		
4:25PM to 6:25PM	*ISE 2014 *MATH 1226 *MATH 2204			14M	
7:00PM to 9:00PM	17M 18M 19M 20M 21M *ENGE 1216 *PHYS 2306	17T 18T 19T 20T 21T *CHE 2114 *PHYS 2305	16W 17W 18W 19W 20W *CS 1044 *CS 1114 *CS 2506 *PHYS 2205 *PSYC 1004	16R 17R 18R 19R 20R *CS 2114 *CS 2505 *ESM 2104	
7:00PM to 10:00PM	17B	19B	20B	18B	

\* Common-time Examination



Classes beginning between the start of the hour and the end of the hour designate the time your exam will meet. For example:

8M: Classes that begin between 8:00 and 8:59 A.M. on MWF

8T: Classes that begin between 8:00 and 8:59 A.M. on T/R

B: Classes that meet more than 3 days each week at the designated hour

The common-time examination schedule applies for all sections of a designated course. No course number above 2999 will have a common-time examination.

A student with conflicting examinations, or with more than two officially scheduled examinations in twenty-four hours may reschedule an examination with permission sought by the student from the student's college dean **NO LATER THAN November 18, 2016** and by arrangement with the appropriate instructor. No fee will be charged.

Examinations for one credit hours courses and laboratory courses are scheduled by the instructor to be held in a regular class meeting on or before the last day of classes. The instructors of classes which do not follow the University's regular class schedules