ACADEMIC COUNCIL
AGENDA
Monday, December 2, 2013
DIFFLEY BOARD ROOM, BELLARMINE HALL
4:30 PM

1. Presidential courtesy

2. Report from the Secretary of the General Faculty

3. Report from the Executive Secretary
   a. Approval of minutes of AC meeting on Nov. 4, 2013 (attached)
   b. Correspondence
   c. Oral reports

4. Council Subcommittee Reports (no reports expected at this meeting)
   a. Subcommittee on broader academic freedom language for governance documents (AC 2/27/12)
   b. Subcommittee to consider proposing IDEA form for administrators (AC 4/4/11)
   c. Subcommittee on grievance procedures (AC 5/8/13)
   d. Subcommittee on maternity leave policy (AC 5/8/13)
   e. Subcommittee to review hiring procedures (AC 4/29/13)
   f. Subcommittee on time codes (AC 5/8/13)
   g. Subcommittee on Mission Statement re non-tenure track faculty (AC 9/9/13)
   h. Subcommittee to consider Faculty Handbook committee on non-tenure track faculty (AC 9/9/13)

5. Petitions for immediate hearing

6. Old Business

7. New business
   a. Committee on Conference with the Board of Trustees - preparation for December meeting
      (Ongoing Item #2; attachments)
   b. Minor in Behavioral Neuroscience (attachment)
   c. Report from AC Standing Committee on academic calendar (Ongoing Item #3; attachments)

• Lists of Attachments, Pending, and Ongoing Items are on page 2
List of Attachments:
For item 3.a. Minutes of AC meeting of 11/4/13 (pages 3-7)
For item 7.a. Email correspondence between Conference Committee Chair and Chair of Academic Affairs Subcommittee of the Board (pages 8-9); Document sent to Board by Conference Committee for 12/5 meeting (page 10)
For item 7.b. Proposal for a minor in Behavioral Neuroscience, including excerpts of minutes from relevant committees (pages 11-19)
For item 7.c. Email correspondence between AC Calendar Subcommittee and Registrar (pages 20-23); Proposed academic calendar for 2014-15 (pages 24-28)

Pending Items:
A. Faculty Data Committee (AC 12/3/07).
B. MFA in Creative Writing, Five-Year-Review due in 12/2012 (AC 12/3/07).
C. Re-evaluation of offering both paper and online options for IDEA forms, spring 2014 (AC 5/14/12)
D. Re-evaluation of continued use of “yellow sheet” qualitative evaluations, spring 2014 (AC 5/14/12)
E. AC revisits the accessibility of teaching evaluation data, Due spring 2012. (AC 4/19/10)
F. AC three year review of Merit Appeals Policy, fall 2013. (AC 11/1/10)
G. AC three year review of Intellectual Properties Policy, spring 2014. (AC 3/7/11)
H. MPA, five year review in 2017-2018 (AC 9/10/12)

Ongoing Items:
1. Report by SVPA of AC each semester to inform the council of any approved exceptions to the Athletic Department’s policy of not scheduling athletic events that conflict with final exams.
2. Report from the Committee on Conference with the Board of Trustees after each meeting with board members. At the end of each academic year, discuss items for the Conference Committee to put on the agenda for their meetings with members of the board the following year.
3. Standing Calendar Review Subcommittee: A subcommittee of two people will be elected by the AC each September from its elected membership. The subcommittee’s charge is to review all Fairfield academic calendars before their publication and make any necessary recommendations for changes to the Academic Council and the Senior Vice President for Academic Affairs.
Academic Council Meeting

Monday, November 4, 2013
3:30 – 5:00
CNS 200

DRAFT MINUTES OF MEETING

Present: Professors Joe Dennin, David Downie, Bob Epstein, Shannon Harding, Chris Huntley, Ginny Kelly, Alison Kris, Irene Mulvey (Executive Secretary), Martin Nguyen, Elizabeth Petrino, Shawn Rafalski (Chair), Susan Rakowitz (Secretary of the General Faculty), L. Kraig Steffen, Wendy Kohli, John Thiel, Don Greenberg

Student Representative: Timothy Manning

Administrators: Deans Lynn Babington, Bruce Berdanier, Faith-Ann Dohm, Robbin Crabtree; SVPAA Paul Fitzgerald, SJ

Regrets: Professor Nikki Lee-Wingate, James He; Dean Don Gibson

Chair Rafalski called the meeting to order at 3:32 PM.

1. Presidential Courtesy.

SVPAA Fitzgerald reported that Patricia Calderwood would be stepping down as director of the Center of Academic Excellence. He said that Prof. Calderwood did a terrific job in her year and a half in the position, but that he and Prof. Calderwood had different priorities, and that it was his responsibility as head of the Academic division to find new leadership. Former director Larry Miners will be returning to the position for the Spring semester of 2014 while a new director is found; this will also be Prof. Miners’s last semester before his retirement.

2. Report from the Secretary of the General Faculty.

Prof. Rakowitz reported that she is in contact with the President about arranging meetings between the finalists for the Provost/SVPAA position and members of the faculty. Following protocols established in previous searches, she expected there to be meetings with the faculty members of the Academic Council and with the chairs of the Handbook committees.

3. Report from the Executive Secretary.

a. Approval of minutes of AC meeting on Oct. 7, 2013

MOTION to approve (Dennin/Kelly).
MOTION PASSED 13-0-3.

b. Correspondence

Chair Rafalski said that, given the nature of some of the correspondence distributed before the meeting, he would welcome a motion to go into executive session.

MOTION to go into executive session (Thiel/Steffen).
MOTION PASSED 13-0-3.

The Academic Council went into executive session.

MOTION to emerge from executive session (Greenberg/Kris).
MOTION PASSED 12-0-3.

c. Oral reports

There were no oral reports.

4. Council Subcommittee Reports.

Prof. Mulvey reported on the following subcommittees:

- Subcommittee on academic freedom language in governing documents: Prof. Mulvey has asked Prof. Preli for an update.
- Subcommittee to consider IDEA forms for administrators: Prof. Mulvey has asked Prof. Abbott for an update.
- Subcommittee on grievance procedures: The subcommittee has just been formed, and will consist of Prof. Jocelyn Boryczka and Prof. Mulvey.
- Subcommittee on maternity leave policy: The subcommittee has been formed, and will consist of Profs. Ryan Drake, Patricia Behre, and Dina Franceschi, with SVPAA Fitzgerald.
- Subcommittee on hiring procedures: The subcommittee, consisting of Profs. Matt Coleman and Paul Lakeland, is at work.
- Subcommittee on time codes: Profs. Rafalski and Huntley and Dean Crabtree have agreed to serve; one additional member is being sought.
- Subcommittee on non-tenure-track faculty: The Executive Committee is seeking broad input for the staffing of this committee, and has posted calls for volunteers in many venues, including University Announcements. Much interest has been expressed by members of the non-tenure-track faculty.

Prof. Steffen asked about the charge of the subcommittee on hiring procedures. SVPAA Fitzgerald explained that revised procedures were distributed last year, and that the Academic Council voted to create a subcommittee to review them. Prof. Mulvey noted that the revised procedures are included in the 12/3/12 Academic Council packet.

Finally, Prof. Mulvey reported that the Educational Technology Committee had been charged with investigating the situation surrounding the university’s suspension of the Mentor course management system and was to report at this meeting. They are hard at work, have asked for more time and plan to report next month.

5. Petitions for immediate hearing

None.

6. Old Business

None.
7. New Business

a. Recommendations from the Committee on University College

Prof. Ryan Munden entered the meeting to speak as former Chair of the Committee on University College. Referring to p. 8 of the agenda packet, Prof. Munden noted three motions passed by the Committee on University College, including the recommendation to Academic Council for a Handbook amendment dissolving the CUC. Also passed was a resolution to not recommend the establishment of a Center for Continuing Education at this time.

Dean Crabtree, an ex officio member of the moribund CUC, noted that other institutions with similar institutional structures and offerings were researched, and that these recommendations on a Strategic Vision for Online Education were forwarded to the Executive Vice President and the SVPAA. Dean Crabtree and Prof. Munden emphasized that the CUC thought that the university should consider the functions previously performed by University College in this regard and should develop a comprehensive vision for continuing education and for on-line education.

Prof. Dennin asked if, given the notes of its final meetings, the CUC was recommending the establishment of a Center for Continuing Education. Prof. Munden and Dean Crabtree said the Committee on University College had felt that if the university’s strategic vision merited it, such a center should be formed.

**MOTION: that the Committee on University College be dissolved**
(Rakowitz/Downie).
**MOTION PASSED:** 16-0-0.

**MOTION: given the vote to dissolve the Committee on University College, that the Committee on Committees bring to the Academic Council language for the Handbook and the Journal of Record to implement the dissolution**
(Mulvey/Greenberg).

Prof. Rakowitz said that she had already asked all committees with representation from University College to address the change. As for the Journal of Record, there is much in it that is out of date already; Prof. Rakowitz said that she was not sure what specific Journal of Record issues need to be addressed before effecting a change to the Handbook.

Prof. Mulvey said that someone needs to make sure that the language in the Journal of Record regarding University College and the Committee on University College is “tidied up.” She suggested that the Committee on Committees would be the proper body to take this up.

Dean Crabtree noted that if there were questions about when to bring the motion on the Handbook amendment to the General Faculty, it could be held off until all other pieces were in order and also ready to be presented to the faculty. SVPAA Fitzgerald commented that there would be several stages involved in amending the Handbook, and that it might be simplest to bring the changes to the General Faculty all at once.

Prof. Mulvey said that any amendment to the Handbook must come from the Academic Council; once all Handbook language is reviewed and verified, then the amendment can go to the General
Faculty. But she said that she supports the motion so that the Journal of Record language, which is also important, is not overlooked in the process.

**MOTION PASSED 16-0-0.**

Prof. Mulvey suggested that the Academic Council need not take any action regarding the Committee on University College’s motion regarding a Center for Continuing Education. She said that the Council might wish to address the CUC motion on the Strategic Vision for Online Education. SVPAA Fitzgerald suggested that the ideal body to take up that suggestion from CUC would be the Educational Planning Committee.

Dean Babington remarked that the CUC motion calls on the university to develop a strategic vision, but she did not think that a faculty committee was necessarily the ideal group to do this. Prof. Dennin said that some body needs to consider goals and vision for online education, as well as other, related issues. He recalled times when there were University College programs that were well-enrolled and revenue-generating, and he suggested that the university needs to take an entrepreneurial approach and have a clear vision with regards to such options. Prof. Kohli reaffirmed that the Educational Planning Committee is charged with looking at academic planning. Prof. Mulvey said that she thought it would be premature for the Academic Council to act on this at this moment. Dean Crabtree agreed, and added that one of the rationales for the Provost/SVPAA position was to spearhead new academic initiatives, and that items like this would certainly be on the agenda of the new hire. Prof. Downie commented that some faculty recognize that the university’s continuing financial security will depend on offering a mixture of on-line courses to large groups and face-to-face courses for smaller groups.

**b. Committee on Conference with the Board of Trustees**

- Report from October meeting

Profs. Mulvey and Kohli, speaking as representatives of the Committee on Conference, said that they had a good meeting with members of the Board of Trustees in October, and that they also have much material to bring to their meeting in December. The October meeting was collegial, and the Committee on Conference feels that they are moving forward in a professional and resolute manner. They did not have as much time as they would have liked with the trustees; the Chair of the Academic Affairs subcommittee of the Board of Trustees began by asking the Committee on Conference to explain its purpose—possibly for the benefit of the newer trustees. Prof. Mulvey said that Prof. Phil Lane, Chair of Committee on Conference, had prepared a packet, including documents and articles recommended at the last Academic Council meeting, and that Prof. Lane did an excellent job of presenting this material.

- Guidance in preparation for December meeting

The members of Academic Council offered no specific comments. Profs. Mulvey and Kohli said that the committee had a meeting scheduled shortly with SVPAA Fitzgerald and should have more to say about the December Board meeting at the December AC meeting.

**c. Faculty Salary Committee to review Journal of Record language re: standard versus further merit**
Prof. Mulvey, speaking as Chair of the Salary Committee, called the Council’s attention to p. 19 of the packet. She pointed out that the formula for “further merit” was contingent on the overall increase in salary exceeding the Cost of Living index for that year. She noted that over a number of years, however, salary increases have fallen well behind the Cost of Living. She reported that the Salary Committee members therefore believe that there might be a need to revisit the Journal of Record language, to reassert that the formula makes sense only if there were adjustments for lost ground in relation the Cost of Living. This view was reported to the General Faculty last May, and she wished now to report it to the Academic Council for its input.

Prof. Kohli asked when this matter would be taken up by the Salary Committee. Prof. Mulvey said that it will be coming up this year in the collegial discussions with the administrative representatives. Prof. Huntley asked if we could simply set benchmarks for salary in relation to cost of living. Prof. Mulvey heartily endorsed this idea and said that she would follow up with Prof. Huntley to discuss devising just such benchmarks.

**MOTION to adjourn** (Dennin/Kraig) **approved** unanimously by a show of feet.

Respectfully submitted,

Bob Epstein
Email correspondence between Committee on Conference Chair and Chair of the Academic Affairs Subcommittee of the Board of Trustees:

On Nov 8, 2013, at 9:23 AM, "Lomonaco, Martha" <MLomonaco@fairfield.edu> wrote:

Dear Steve:

Greetings and salutations! I hope this finds you well. I wanted to alert you to the fact that I have stepped in as Chair of Fairfield U’s faculty Committee on Conference with the Board of Trustees, replacing Phil Lane, who is no longer on the committee. He has been replaced by Prof. Cheryl Tromley of the Dolan School of Business, a veteran member of this committee from about 10 years ago.

We just had a meeting with Paul Fitzgerald to discuss potential topics for discussion with the Board’s Academic Affairs committee (and possibly other Board committees) for the remainder of the academic year. Faculty committee members will meet again next Wednesday to set our topics for the December meeting and to begin to envision an agenda for the spring. We welcome your input and suggestions and look forward to working with you throughout the year.

I will be back in touch post-Wednesday; this e-mail was simply an alert to the change in Chair and a warm greeting of hello.

All best,
Marti LoMonaco, Chair,
Committee on Conference with the Board of Trustees

Dr. Martha S. LoMonaco
Professor of Theatre, Department of Visual & Performing Arts Director,
Graduate Program in American Studies Producer and Resident Director,
Theatre Fairfield

-----Original Message-----
From: Stephen A. Privett [mailto:privett@usfca.edu]
Sent: Friday, November 08, 2013 1:23 PM
To: Lomonaco, Martha
Subject: Re: Fairfield U Faculty Committee on Conference with the BOT

Thanks, Marti. I look forward to working with you and Cheryl on the Academic Affairs Committee. Please give my best to Paul when next you meet.

Warmest regards,

Steve

On 11/20/13 7:44 PM, "Lomonaco, Martha" <MLomonaco@fairfield.edu> wrote:

Hello Steve:

Thanks for your warm welcome and kind words. We all look forward to working with you throughout this academic year.

Although you will receive the attached documents as part of a "package" sent to all the Trustees, we would like you
to receive the Faculty Committee's revised agenda directly for our meetings this year. We want to focus on the University Mission Statement and "unpack" its contents as a means of finding commonality among Trustees, faculty, administration, and staff and guidance and direction for the major decisions made in strategic planning and resource allocation at the university. As such, in addition to our agenda I also am attaching a copy of the University Mission Statement. We will bring hard copies of both these documents to the meeting on December 5.

We also will be presenting two new proposed Faculty Handbook amendments from Academic Council for your consideration at the meeting. Full documentation of those amendments is being provided in the "package" you will be receiving from the President's office. I will present the key points of each amendment briefly at our meeting.

Finally, I wanted to share a concern of our committee members regarding the two remaining meetings of the academic year in Spring 2014. The first meeting--Thursday, March 27--is scheduled during Spring Break and all the committee members have obligations off-campus. Hence, we will not be able to meet in person with the Board although we may wish to send items for consideration via e-mail. The final meeting--Thursday, June 5--is also technically beyond the faculty's contractual agreement although most, if not all, committee members plan to be present at that meeting. I bring this up since the meeting schedule severely curtails our ability to continue what we hope will be a fruitful dialogue with the Board.

Please let me know if you have questions or concerns in advance of the meeting. Thank you for your consideration and we look forward to seeing you in early December.

Best regards,

Marti

Dr. Martha S. LoMonaco
Professor of Theatre, Department of Visual & Performing Arts
Director, Graduate Program in American Studies
Producer and Resident Director, Theatre Fairfield
Academic Affairs Committee of the Board of Trustees of Fairfield University
December 5, 2013

Support Materials for Agenda Item #4: “Dialogue with the Committee on Conference” --

For the remainder of this academic year, we would like to focus our discussions on Mission. All of us—faculty, board, staff, and administration—endorse the University Mission Statement as our guiding philosophy. We believe that a close reading and discussion of the University Mission with members of the Board of Trustees would be a collegial and productive means of returning all of us to our shared priorities. Hence, we propose that our allotted time at the December 5 meeting be devoted to reviewing and “unpacking” the Mission Statement. Electronic copies of the Mission Statement will be provided to board members in advance of the meeting, and we will distribute hardcopies at the meeting so that we can read, highlight, and make notes directly on our papers for follow-up and further discussion. The questions we need to ask as we contemplate our Mission are:

• What are our academic priorities?
• How are strategic planning and resource allocation tied to Mission?
• How can we ensure that the Mission drives our planning in the face of an increasingly competitive academic landscape?

We believe that future meetings might be held jointly with other sub-committees of the Board of Trustees—such as those governing Budget and Finance—so that we can have a wider-ranging discussion. Apropos of the handout distributed at our October 3, 2013 meeting—the AAUP’s new Best Practices document regarding “Faculty Communication with Governing Boards”—we endorse these kinds of collegial and penetrating conversations into our common goals and aspirations, now and into the future.

Attached: “Fairfield University Mission Statement,” Undergraduate Course Catalog, 2013-14, p. 6
PROPOSAL FOR A MINOR IN BEHAVIORAL NEUROSCIENCE

1. Description, overview, and summary of proposed new program, major, minor, or concentration.

   Behavioral Neuroscience (also known as physiological psychology, biological psychology, biopsychology and psychobiology) is the study of biological mechanisms underlying human and animal behavior. In recent years, the number of biology and chemistry majors with interest in Behavioral Neuroscience has been increasing. Fairfield University currently does not offer a minor in this area, and students instead are directed to minor in Psychology, taking general psychology and four additional courses in the department. When our majors are interested in behavioral neuroscience, we encourage them to take courses fulfilling an (unofficial) concentration as listed in the catalog. However, there is no easy mechanism outside of the major to count this. The proposed minor in Behavioral Neuroscience would have two required, foundational courses, and three additional upper level courses in psychology that emphasize biology.

2. Need.

   This proposal is both student- and faculty-driven. Members in the department have been noticing an increase in “chatter” among the students for a degree in Behavioral Neuroscience; with several students arriving on campus with a specific interest in the field. In addition, the psychology department’s recent hire of a neuropsychologist (Margaret McClure) will likely increase enrollments in biological psychology courses, and will allow courses in the minor to be offered on a more regular basis. To determine student interest, emails were sent to the following groups:

   (a) The Psychology Club. 199 members; all 25 of the students who responded were in support of a major or minor in Behavioral Neuroscience.

   (b) Current Biology Majors. 219 students. 27 of 29 students responding were interested in minor in Behavioral Neuroscience.

   The proposed minor is a first step in addressing the unmet need for non-psychology majors. Traditionally students interested in this field have come from Biology or Chemistry departments, therefore this is an accurate estimate of student interest.

3. Rationale.

   Currently, when students express an interest in Behavioral Neuroscience, we direct them to either (1) earn a B.S. degree in Psychology (which has a heavy emphasis on additional biology and chemistry courses) or (2) major in another science, typically Biology or Chemistry, and minor in Psychology, selecting mostly biological psychology courses to fulfill the minor. In recent years, we have hired two faculty grounded in biological psychology: Linda Henkel, a cognitive psychologist, and Shannon Harding, a behavioral neuroscientist. Both faculty members have tenure and run active research laboratories with student research assistants. The department also extended the offer of a full-time tenure track position to Margaret McClure, a human neuropsychologist who plans to start in September 2012. Dr. Ron Salafia, is also a member of the Society for Neuroscience and has strong research interests in the neural mechanisms of learning. With four faculty able to teach biological psychology courses, and more students showing an interest, the department felt this was an appropriate time to develop this minor.
To accomplish this, the psychology department formed a subcommittee consisting of Shannon Harding, Ron Salafia, and Linda Henkel to examine our current course catalog to identify courses in biological psychology. We also decided to review the curricula at four local schools, and found that 3 schools (Quinnipiac University, Connecticut College, and Stonehill College) offer majors in neuroscience / Behavioral Neuroscience, and that one (Holy Cross) offers an interdisciplinary concentration in Biopsychology. Typically these programs have at least two faculty that are dedicated to the neuroscience degree, but their full time positions are either in the Psychology or Biology departments. The subcommittee took a look at these preliminary findings, and our existing curriculum, and discussed creating a minor in Behavioral Neuroscience for non-majors.

4. Objectives.
   The primary goal of this minor is to meet the needs of our non-psychology majors; giving a label for something we are already doing. This could be a selling point for Fairfield University, since we currently do not offer any formal programs for students interested in Behavioral Neuroscience.

5. Impact.
   Non-majors who were planning a minor in Psychology may elect instead to minor in Behavioral Neuroscience. Typically, these students would normally be directed to take courses listed for the proposed minor; so the impact should be minimal. In fact, the only real difference is that students may not enroll in General Psychology. By taking courses in Psychology, students enrolled in the minor will fulfill their behavioral and social sciences requirement.

6. Program Detail.
   Students not receiving a B.A. or B.S. in Psychology who wish to minor in behavioral neuroscience would complete the following:

   Required courses (2):
   - PY 261 Behavioral Neuroscience (formerly Biological Bases of Behavior)
   - PY 293 Human Neuropsychology

   Plus additional courses (3) from the list below:
   - PY 285 Cognitive Psychology
   - PY 250 Sensation and Perception
   - PY 265 Learning and Applied Behavior Analysis
   - PY 290 Drugs and Behavior
   - PY 272 Hormones and Behavior
   - PY 372 Senior Seminar: Current Issues in Behavioral Neuroscience (pending approval)
   - PY 272 Neuroanatomy and Behavior lecture and lab
   - PY 298 Supervised Research (with a project in Behavioral Neuroscience)
   - PY 398 Independent Research (with a project in Behavioral Neuroscience)
   - PY 396 Special Topics (with an emphasis on Behavioral Neuroscience)
Students minoring in Behavioral Neuroscience may not “count” their courses toward the completion of a minor in Psychology.

The department felt that PY 261 and PY 293 are foundational courses for this minor, and therefore should be required. Other courses were selected due to the amount of biology that they entailed. The flexibility of this minor would keep the burden off of specific faculty members who teach these courses. It may also allow us to increase enrollments in certain courses. Note: PY250, PY265, and PY285 currently list PY101 (General Psychology) as a prerequisite. Upon approval of the minor, the catalog will read “for Behavioral Neuroscience minors, PY261 can replace PY101 as the prerequisite” for these courses.

7. **Administrative Structure and Governance.**
   Housed completely within the Psychology Department, this minor would require no additional administrative structure.

8. **Resources.**
   No new resources or personnel are required for this. We are doing this already.

9. **Projections for the Future.**
   This minor will meet the needs of students in other disciplines with a targeted interest in Behavioral Neuroscience. However, we expect that some Psychology majors interested in the field will feel left out. The Psychology department is currently considering a major in Behavioral Neuroscience to meet these needs.

**AMENDMENTS**

There have been some changes since the original proposal was submitted:
(1) The Senior Seminar: Current Topics in Behavioral Neuroscience (PY361) has been approved by the ASCC.
(2) The Psychology Department has changed its numbering of courses. The new course numbers for courses in the minor are listed below.

**Required courses (2):**
PY261: Biological Bases of Behavior
PY236: Human Neuropsychology

**Plus additional courses (3) from the list below:**
PY251 Cognitive Psychology
PY252 Learning and Applied Behavior Analysis
PY262 Sensation and Perception
PY272 Hormones and Behavior
PY274 Drugs and Behavior
PY295 Supervised Research (with an emphasis on Behavioral Neuroscience)
PY361 Senior Seminar: Current Issues in Behavioral Neuroscience
PY381 Special Topics (with an emphasis on Behavioral Neuroscience)
PY395 Independent Research (with an emphasis on Behavioral Neuroscience)
MINUTES
PSYCHOLOGY DEPARTMENT STAFF MEETING
TUESDAY, MARCH 27TH 2012
1:45 P.M.

Present: Michael Andreychik, Dorothea Braginsky, Shannon Harding, Linda Henkel, John McCarthy, Judy Primavera, Susan Rakowitz, Ron Salafia, Chair, Joan Patrick

1. The minutes from the previous staff meeting of March 6, 2012 were approved after a minor revision, which is reflected in those minutes.

2. Examination of our Psychology program:
   • The proposal for a minor in Behavioral Neuroscience was placed on the table for discussion and vote. Shannon led the discussion.
   • The primary goal of this minor is to meet the needs of specific non-psychology majors, such as biology majors; giving a proper label to something we are already doing.
   • It was agreed that Biological Bases of Behavior would be one of the two required courses, but would enjoy a name change to Behavioral Neuroscience. Because of its content it would remain a 200 level course. The other required course would be Human Neuropsychology.
   • Linda registered her interest in adding Human Neuropsychology to the group of courses that she teaches.
   • There was a brief discussion about the large numbers of students already taking Biological Bases of Behavior, with the thought of perhaps taking it off the list of Core courses in the natural sciences. However, no decision was made at this time.
   • There was some discussion about whether Sensation & Perception had a sufficiently strong biological orientation to be included in the elective list. To answer the question for the course as currently taught, Michael Weiss emailed his syllabus and dropped off his textbooks for evaluation. These materials left no doubt that the course should be included.
   • Susan, Mike, and others suggested a few small modifications to clarify the proposal, which Shannon will incorporate.
   • A sentence will be added to be explicit about our current majors who are taking these courses. For them, the cluster of courses would constitute the Behavioral Neuroscience Concentration that is already listed in the catalog.
   • The staff agreed that Shannon should proceed to carry the proposal for a minor in Behavioral Neuroscience to the appropriate faculty committees.

3. Shannon’s new course proposal:
   • As long as we were discussing the proposed Behavioral Neuroscience Minor and Shannon’s new course proposal for PY 372 Current Issues in Behavioral Neuroscience Senior Seminar would be one of the course offerings for the minor, we decided to move ahead now, with discussion of that course. If we did not do so, then it would have to be excluded from the course list for the minor until it received approval at a later date.
   • The Psychology faculty had approved the course at our meeting on September 13th 2011, as a “PY 396 Special Topics course” for the current semester.
   • Shannon reviewed the course as it is presently being taught, along with several small modifications that she thought appropriate.
• After some discussion the response of the staff was very favorable and a vote was taken to turn Shannon’s Special Topics course into PY 372 Current Issues in Behavioral Neuroscience Senior Seminar. There was “tentatively” unanimous approval, with the following reservation.

• Linda, while generally favorable, was concerned that she had not had sufficient time to thoroughly review the new proposal. She suggested that she might simply abstain from the vote. After some discussion, however, it was decided that it would be best if Linda were allowed to cast her vote after reviewing the materials and upon satisfactory answers to any questions she might have.

• After the meeting, there were several extensive email exchanges concerning the course that I will try to summarize. Linda indicated her support for the proposal, but expressed concern about the prerequisite of BBB. She pointed out that the other senior seminars did not have specific prerequisites, the assumption being that most students taking the seminars were adequately prepared by that time for whichever seminar they chose. Shannon agreed to list "PY 261 (BBB) or permission of instructor", and then to write into the course description: "completion of PY 261 is strongly recommended, although exceptions may be made." This seemed a reasonable compromise since it would be very infrequent and unusual for students to want to take the seminar without having taken BBB.

• Thus the final vote was unanimous for approval of the course.

The meeting was adjourned at 3:40 P.M.

ARIES & SCIENCES CURRICULUM COMMITTEE MEETING
8 May 2012
3:30-5:00 p.m.
BCC 206

EXCERPT of minutes
Approved by the committee, 18 September 2012

Present: Dean Robbin Crabtree, Anita Fernandez, Johanna Garvey (scribe), Jerelyn Johnson (Chair), Scott Lacy, Doug Peduti, Vin Rosivach, Giovanni Ruffini, Roxana Walker-Canton, Qin Zhang, Tommy Xie

Guests: Shannon Harding, Mark Scalese, David Crawford

Chair called the meeting to order at 3:32.

II. Approval of New Course Proposals

b.) PY 372
This item was wrapped together with item III, proposal for a new minor in Behavioral Neuroscience, as they go together. Shannon Harding presented a history of the proposal. The course PY 372 is now being taught for the first time (Spring 2012) as a senior seminar with fifteen students (2 more were on a wait list), mostly seniors. The course has been terrific, with an
oral final, great comp’s, and positive feedback. They took a field trip to a cadaver lab in Bridgeport. Discussion have been student-led, covering key areas and topics in the field. All the students would have liked the proposed minor. Furthermore, accepted students want such a program. Stonehill has a major in Behavioral Neuroscience. Currently, students pursue a Psychology major with Biology. They have been accepted at Boston College and elsewhere for grad school. Harding said that they reviewed other schools and sent emails to our students. In Psychology, they found across the board student interest in this minor. Biology students were also queried, and of the 27 who responded, 26 expressed interesting in this minor. All of the students in the seminar were in favor of the proposed minor. Harding said the department will be hiring a neuro-psychologist who can teach human neuro-psych regularly or Linda Henkel can offer the course in rotation. For non-PY majors, this will create a more formal process and label for what students are already doing. Harding went over the requirements: 2 courses are required and three others are to be selected from a list. PY is up for program review next year.

Vin noted that there was such a program and asked how history has interfaced with this proposal. Harding said that it fell apart, over political and budgetary issues. There have been two hires since then (Harding, Henkel) who cover this field, and Ron Salafia has become interested in it. Thus there are new resources in terms of faculty as well as the new facilities in Bannow.

Peduti asked about the rationale for a minor not counting for one in PY—no double-counting? Harding noted that this is for non PY majors. It is an unofficial concentration now offered for PY majors.

Crabtree asked whether PY 298 and 398 could be two of the three electives? Harding said yes. Crabtree noted that staffing for minors is an issue to consider. She also noted that the senior seminar enrolled fifteen students, and asked about the number of students regularly interested. Harding said that they would offer the seminar alternate years. She also said that it could accommodate eighteen students. The neuroanatomy lab accommodates ten students. Another option is individual supervised research.

MOTION to approve PY 372 (Fernandez, Rosivach)

Zhang spoke in favor, noting that it covers important issues such as alcohol, drugs, stress, eating disorders. Johnson said that it had already been vetted as a special topic course. Lacy spoke in favor saying that it adds to the bio/anthropology offerings. Walker-Canton spoke in favor, saying that it is designed to prepare students for grad school. Rosivach said that the PY Department did its homework and did a good job with the proposal. Xie spoke in favor, commenting on the syllabus’s emphasis on oral communication.

MOTION approved unanimously 10-0-0

MOTION to endorse the proposal for a minor in Behavioral Neuroscience (Fernandez, Peduti)
Fernandez said that it serves a big need for biology majors and that formal recognition would be very useful. Peduti said that it will help with recruitment, especially in the sciences. Zhang liked the interdisciplinarity of linking psychology and biology.

Rosivach congratulated those who wrote the proposal and wanted to amend the motion. There should be a five-year trial period, such that the minor is subject to the standard reviews after five years.

Dean Crabtree noted that the new program approval process includes minors and requires a five-year review. She also appreciated the student input that the PY Department had sought. She has suggested questions in self-study for external review that will help the process of moving form a minor to a major.

Meeting adjourned 4:59.

Respectfully submitted,
Johanna X. K. Garvey

UNDERGRADUATE CURRICULUM COMMITTEE MEETING
Minutes of the meeting on November 06, 2012 - EXcerpt
3:30 PM Library Conference Room

Attending: Professors Mousumi Bose Godbole, Bruce Bradford, Shah Etemad, Anita Fernandez, Johanna Garvey, Jerelyn Johnson, Alison Kris, Scott Lacy, Larry Miners, Rajasree Rajamma, Shanon Reckinger, Vin Rosivach, Tommy Xie, Giovanni Ruffini (Chair), Deans: Don Gibson, Lynn Babington, Aaron Perkus (for Robbin Crabtree)

Guests: Professors Faith-Anne Dohm, and Shannon Harding

The meeting was called to order by the Chair at 3:31 PM.

4. New Business
b. Psychology Minor in Behavioral Neuroscience

Prof. Harding from Psychology department made a presentation to the committee. There was a question as to how this new minor would affect psychology majors. Prof. Harding responded that is already an unofficial concentration in neuroscience that majors can pursue, and that the undergraduate program is currently under review and this topic will be considered. It was pointed out the language for the 5-year review of the program needs to be more specific as to how effectiveness will be reviewed.

Motion to approve made by Prof. Johnson, seconded by Prof. Fernandez. Motion carried by unanimous vote, 13-0.
Item 3 – Minor in Behavioral Neuroscience

Professor Shannon Harding from the Department of Psychology was invited into the room to discuss the proposed Behavioral Neuroscience minor.

Professor Harding indicated that the proposed minor responds to students’ interest in classes in Behavioral Neuroscience (which is the study of brain behavior). The minor is meant to put a label on a suite of classes that already exist. Right now students are either majoring in Biology or Psychology. Psychology majors can take courses that (unofficially) fulfill a concentration within the major. Biology majors do not have a way to identify this set of Psychology courses as a distinct minor. This proposal will allow students to take five courses and call it a minor and will allow the Psychology Department to advertise it properly. Other universities currently offer majors, minors and concentrations in Behavioral Neuroscience. The Psychology department has two faculty members who are experts in this field (Linda Henkel and Ron Salafia).

An internal survey showed that Biology students are interested in this minor. They are the main audience, but anyone interested in brain and behavior could take these five courses. The required courses would be Biological Basis of Behavior, which emphasizes cells and animals, and Human Neuropsychology, which emphasizes the human brain – these are taught every semester, and Psychology has two faculty members who can teach each of those courses. Beyond that, students can choose three courses from a list approved by the Psychology Department. The Psychology Department is hoping to create a Bachelor of Science degree in Behavioral Neuroscience, but this will require more thought since classes in Biology would be required.

SVPPAA Fitzgerald expressed his support.

Several questions and comments followed the presentation:

- **Would a Psych major be able to complete this concentration?**
  Professor Harding answered that right now, psychology majors do have this option, but it is an unofficial concentration. They are looking to develop a BS in Behavioral Neuroscience. At the moment they are encouraging them to major in Psychology and to take these courses to fulfill the requirements of a concentration.

- **Professor Lolis asked what the rationale is for beginning with the non-majors as opposed to structuring something for the majors.** Professor Harding answered that this change is easy since they are already doing it unofficially. Professor Harriott commented that this change is good since pre-health students will benefit from this because of the content of
the new MCAT and because medical school now involves more Psychology and Sociology.

• Dean Babington commented that not having Neuroscience is a shortcoming as it is very popular. One course can count as a social science, so this is an opportunity to get credit for a social science core requirement.

• Professor Gannett asked why it does not count for a Psychology minor. Professor Harding answered that it would involve double counting. Prof. Gannett also asked if there is any interest in neuro-linguistics, and Professor Harding commented that they are open to expanding the program if a BS in Behavioral Neuroscience is developed.

• Professor Harriott asked about the logistics of students enrolling in these courses. Professor Harding explained that currently they are reserving five seats for non-majors, and they have two sections. There are about 25 students total, but they have gone as high as 35. They have adjuncts in the area who have taught the course, in the event they need to add another section. Dean Crabtree commented that this conversation is related to the future hire for the position currently held by Professor McCarthy (on phased retirement), who is not teaching any courses in Neuroscience.

• Professor Bayers brought up the question that had come up last spring regarding a Statistics course. Professor Harding indicated that statistics is not required for the minor but would be required for a BS in Behavioral Neuroscience. She mentioned that they are encouraging anybody interested in going to graduate school to take Statistics. She also mentioned that the Biology department is looking at revising their curriculum to include the Statistics course.

SVCAA Fitzgerald put the motion on the table to approve and move this issue to the Academic Council. Professor Harriott seconded the motion. The motion was approved unanimously.
MEMO
To: Bob Russo
CC: Academic Council Executive Committee
From: Professor Shannon Harding and Professor Nikki Lee-Wingate
(Academic Council Calendar Subcommittee members)
Date: Wednesday, November 13, 2013
Re: Academic Calendar 2014-2015

The Academic Council Calendar subcommittee received the draft calendar for the Academic year 2014-2015 on Wednesday, November 6th and met on Friday November 8th to discuss compliance with the Journal of Record and report any concerns to the Academic Council. Below are our findings and suggestions.

FALL SEMESTER 2014
Classes are currently scheduled to begin on Tuesday 9/2 and end on Wednesday 12/10. We reviewed the number of classes meetings for each day, and found that Tuesday and Wednesday classes meet more often than the other days:

- M classes: 13
- T classes: 15
- W classes: 14
- Th classes: 13
- Friday classes: 13

In addition, the winter break of “about a month” is from 12/20-1/14.

Suggestions:

1. Move the start day from 9/2 (Tuesday) to 9/3 (Wednesday). This will reduce the number of Tuesday classes to 14.
2. In addition do one of the following:
   a. Move the last day of classes to Monday 12/8, or
   b. Take the Tuesday after Columbus Day off (extending the holiday) and move the last day of classes to Tuesday 12/9

**The above options will result in all days having 13 meeting days. OR
   c. Make the Tuesday after Columbus Day an “Academic Monday”. Consider moving the last day to Tuesday 12/9. This will result in 14 classes each on Monday and Tuesday; and 13 on all other days. In this version, MTh, TTh, and TF classes each meet 27 times.

Ending classes one day earlier would shift the end of exams from Friday 12/19 to Thursday 12/18 or Wednesday 12/17, effectively making the winter break longer and closer to month.

3. Adjusting the reading days.
   If classes end on Tuesday 12/9, we would suggest the following schedules, which include three reading days:
   a. Reading Day 1: Wednesday 12/10
   b. Exams: Thursday, Friday, Saturday
   c. Reading Day 2 and 3: Sunday and Monday
   d. Exams: Tuesday, Wednesday, Thursday

Alternatively,
a. **Reading Day 1 and 2**: Wednesday and Thursday 12/10 and 12/11  
b. **Exams**: Friday, Saturday, Sunday  
c. **Reading Day 3**: Monday  
d. **Exams**: Tuesday, Wednesday, Thursday  

If classes end Monday 12/8, we would suggest:  
a. **Reading Day 1 and 2**: Tuesday, Wednesday  
b. **Exams**: Thursday, Friday, Saturday  
c. **Reading Day 3**: Sunday  
d. **Exams** Monday, Tuesday, Wednesday  

**SPRING SEMESTER 2015**

In the proposed Spring 2015 schedule, the Tuesday after President’s Day is an “Academic Monday”, and Holy Thursday (undergraduates) or Easter Monday (graduates) has been removed from the list of days off. The result is that the courses are more equally distributed than they have been in past years. Monday-Thursday classes meet 26 times; Tuesday Friday classes meet 26 times.

However, in reviewing the number of classes by day, we found some inequities:

- Monday classes: 12  
- Tuesday classes: 13  
- Wednesday classes: 14  
- Thursday classes: 14  
- Friday classes: 13

We also noted that Spring Break (3/16-3/20) and Easter Break (4/2-4/5: graduates or 4/3-4/6: undergraduates) are very close in timing this year, with only a week and a half between breaks.

**Suggestions:**

1. Consider moving Spring Break back one week to 3/9-3/13 to increase the number of class meeting times between Spring Break and Easter.  
2. Consider making the undergraduate schedule more like the graduate schedule, which is currently Thursday 4/2-Sunday 4/5 (vs. Friday-Monday). This would reduce Thursday classes to 13 and increase Monday classes to 13. This option, however, will make it difficult for undergraduate students to travel home on Sunday night. Alternatively, ensure there are no Monday turbos.  
3. Move the last day of classes from Wednesday 4/29 to Tuesday 4/28. This will make the number of Wednesday classes closer in count to the other days.  
4. Adjusted reading day recommendations:  
   - If the last day of classes is Tuesday, 4/28, a possible schedule is:  
     a. **Reading Day 1**: Wednesday, 4/29  
     b. **Exams**: Thursday, Friday, Saturday  
     c. **Reading Day 2 and 3**: Sunday and Monday  
     d. **Exams**: Tuesday, Wednesday, Thursday  
   - Other possibilities:  
     a. **Reading Day 1 and 2**: Wednesday and Thursday  
     b. **Exams**: Friday, Saturday, Sunday
c. **Reading Day 3**: Monday
   d. **Exams**: Tuesday, Wednesday, Thursday

OR

a. **Reading Day 1**: Wednesday
   b. **Exams**: Thursday, Friday
   c. **Reading Day 2**: Saturday
   d. **Exams**: Sunday, Monday
   e. **Reading Day 3**: Tuesday
   f. **Exams**: Wednesday, Thursday
From: <Russo>, Robert <RCRusso@fairfield.edu>
Date: Friday, November 22, 2013 2:48 PM
To: "Sexton, Alison" <ASexton@fairfield.edu>, "Peterson, Susan (Arts & Sciences)" <SPeterson@fairfield.edu>, "DeBiase, Dawn (Quintiliani)" <ddebiase1@fairfield.edu>, "Perkus, Aaron" <aperkus@fairfield.edu>, "Petraglia, Heather" <hpetraglia@fairfield.edu>, "Ligas, Mark" <MLigas@fairfield.edu>, "Taylor, Bill" <htaylor@fairfield.edu>, Shannon Harding <sharding@fairfield.edu>, "Lee-Wingate, Sooyeon" <slee-wingate@fairfield.edu>, "Donoghue, Karen" <kdonoghue@fairfield.edu>, "Kiem, Kamala" <kkiem@fairfield.edu>, "Draper, Diana (DeVellis)" <ddraper@fairfield.edu>, "Quell, Terry" <TQuell@fairfield.edu>, "Kazer, Meredith (Wallace)" <mkazer@fairfield.edu>, "Johnson, Christopher" <cjohnson@fairfield.edu>, "Preli, Rona" <RPreli@fairfield.edu>
Cc: "Malone, Mary Frances" <Malone@fairfield.edu>, "Siegel, Christine" <csiegel@fairfield.edu>, "Sapp, David" <DSapp@fairfield.edu>, "Fitzgerald, Paul" <pfitzgerald@fairfield.edu>
Subject: 2014-15 Academic Calendar Draft 2

Below is Draft 2 of the 2014-15 academic calendar. I have made the suggestions that I received:

1. Mary Frances Malone added the First-Year Convocation and Mass of the Holy Spirit on the first day of classes in the Fall.
2. Kamala Kiem made some clarifications for the New Students arriving in the Spring.
3. Rona Preli made some adjustments for GSEAP.
4. Diana Draper made some additions and adjustments for financial aid deadlines.
5. Shannon Harding and Nikki Lee-Wingate supplied the faculty suggestions for evening out the class meeting times, making the winter break between first and second semester a little longer and having an extra week of classes between Spring Break and Easter.

1. Evening out class meeting times—They noted that there were more 2 more Tuesday and 1 more Wednesday meeting times in the Fall than the other class days- So the Tuesday after Columbus Day was made a Monday class day and the last day of classes was changed to Monday, December 8th. These 2 changes evened them out and made the winter break a little longer.
2. Second semester, Spring Break was changed to go from 3/9 to 3/13---one week earlier to increase the time during Spring Break and Easter
3. Second semester, the class days were also evened out by having undergraduate classes end on Tuesday, 4/28 instead of Wednesday, 4/29
4. Shannon and Nikki suggested taking away the Monday travel day after Easter for undergraduates to add a Monday class day, but Student Affairs, in the past, stated that this is a necessary travel day for the students. Also, they suggested starting the Fall semester on Wednesday instead of Tuesday, but that affects Orientation combined with Labor Day, etc. and the graduate programs have stated that they like starting on Tuesday.

Please review these changes and get back to me by Tuesday, November 26th at noon with any other additions or comments. Thanks for all of your assistance….Bob

Robert C. Russo ’72 MA ’76
University Registrar
### Academic Calendar 2014-2015

#### Fall 2014 Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Dates</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>June 18-19</td>
<td>First-Year Students Orientation Class of 2018</td>
</tr>
<tr>
<td>Monday</td>
<td>June 23-24</td>
<td>First-Year Students Orientation Class of 2018</td>
</tr>
<tr>
<td>Monday</td>
<td>July 7</td>
<td>Registration begins for all Graduate and Non-Matriculated Continuing Studies Fall 2014 Students (except for non-matriculated GSEAP students)</td>
</tr>
<tr>
<td>Monday</td>
<td>July 21</td>
<td>Registration begins for non-matriculated GSEAP students for Fall 2014</td>
</tr>
<tr>
<td>Friday</td>
<td>Aug 1</td>
<td>Deadline for selected students on financial aid to submit verification documents to the Office of Financial Aid</td>
</tr>
<tr>
<td>Monday</td>
<td>Aug 11</td>
<td>Last day - part-time undergraduate and graduate students for online registration for Fall 2014 (Registration continues in person and by phone)</td>
</tr>
<tr>
<td>Friday</td>
<td>Aug 22</td>
<td>Deadline for undergraduate readmission application for Fall 2014</td>
</tr>
<tr>
<td>Thursday</td>
<td>Aug 28</td>
<td>International Students move in from 8 a.m. to 8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>Aug 29-Sept 1</td>
<td>Orientation for International Students</td>
</tr>
<tr>
<td>Friday</td>
<td>Aug 29</td>
<td>Last day to apply for GSEAP non-matriculated status for Fall 2014</td>
</tr>
<tr>
<td>Sunday</td>
<td>Aug 31</td>
<td>Orientation and Welcome-Class of 2018</td>
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<tr>
<td></td>
<td></td>
<td>First-year move in 7:30 a.m. to 1 p.m. by floors</td>
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<tr>
<td></td>
<td></td>
<td>All Transfer students move in from 8 a.m. to 12 p.m.</td>
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<td></td>
<td></td>
<td>BCC Dining Hall will open at 4 p.m.</td>
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<tr>
<td>Monday</td>
<td>Sept 1</td>
<td>Fall Welcome continues</td>
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<td></td>
<td>Labor Day - University holiday</td>
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<td></td>
<td></td>
<td>Class of 2017 Sophomores move in 8 a.m. to 1 p.m.</td>
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<td></td>
<td>Classes of 2016 and 2015: Upperclass students will move in from 2 p.m. to 8 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>Transfer orientation for new undergraduate students</td>
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<tr>
<td>Tuesday</td>
<td>Sept 2</td>
<td>Classes begin for all undergraduate and graduate programs</td>
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<td>12:10 p.m. Mass of the Holy Spirit at Egan Chapel</td>
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<td>5:00 p.m. Convocation for First Year Students at Bellarmine Hall, back lawn</td>
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<tr>
<td>Tuesday</td>
<td>Sept 2-8</td>
<td>Drop/Add for Undergraduate students</td>
</tr>
<tr>
<td>Monday</td>
<td>Sept 9-15</td>
<td>Late Registration-GSEAP</td>
</tr>
<tr>
<td>Friday</td>
<td>Sept 19</td>
<td>Deadline for make-up of Summer 2014 &quot;Incompletes&quot; - GSEAP</td>
</tr>
<tr>
<td>Monday</td>
<td>Sept 29</td>
<td>Deadline for selected students on financial aid to submit all verification documents for the current academic year</td>
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<tr>
<td>Friday</td>
<td>Oct 10</td>
<td>Deadline for Summer 2014 and Spring 2014 make up of Incompletes - except GSEAP</td>
</tr>
<tr>
<td>Monday</td>
<td>Oct 13</td>
<td>Columbus Day - University holiday (School of Engineering has graduate classes)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct 14</td>
<td>Monday classes meet-undergraduate day classes only (to make up for Monday holidays)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Oct 22</td>
<td>Deadline for major and minor changes for undergraduates for Spring 2015 registration</td>
</tr>
<tr>
<td>Monday</td>
<td>Nov 3</td>
<td>Last day for course withdrawal-all students except ASAP II courses</td>
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<tr>
<td></td>
<td></td>
<td>First day of registration for Winter Session 2015 one-week and online courses. Registration ends Thurs. Dec. 18</td>
</tr>
</tbody>
</table>

| Monday   | Nov 3- Nov 20 | Undergraduate advising and registration for Spring 2015                                                  |
| Thursday | Nov 26 - Nov 30 | Thanksgiving Recess -all schools                                                                       |
|          | Nov 30       | BCC Dining Hall closes at 2 p.m. on 11/25                                                                |
| Sunday   | Nov 30       | BCC Dining Hall reopens at 4 p.m. on 11/30                                                                |
|          |             | Residence Halls close at 6 p.m. on 11/25 (Undergraduate students with evening classes on 11/25 are permitted to remain until 10 p.m.) |
| Monday   | Dec 1       | Classes resume for all schools                                                                            |
|          |             | Applications for Degree are due for January graduation - all schools                                      |
|          |             | Registration begins for all Graduate and non-matriculated continuing studies students for Spring 2015 (except non-matriculated GSEAP students) |
| Monday   | Dec 8       | Last day for financial aid to process for all schools                                                    |
|          |             | Last day of classes for undergraduate students                                                            |
| Wednesday| Dec 10      | Last day to complete Fall comprehensive exam - GSEAP                                                   |
| Tuesday  | Dec 9       | Reading Days - undergraduate students                                                                    |
| Wednesday| Dec 10      |                                                                             |
| Sunday   | Dec 14      |                                                                             |
| Thursday | Dec 11-12   | Final Examinations for undergraduate students (except for reading days) and final exams/last day of        |
| Wednesday| Dec 17      | undergraduate evening classes                                                                           |
| Monday   | Dec 15      | Registration for GSEAP non-matriculated students for Spring 2015                                         |
| Wednesday| Dec 17      | Residence Halls close at 6 p.m. BCC Dining Hall closes at 2 p.m.                                        |
|          |             | Undergraduate students with a 3 p.m. final exams are permitted to remain until 8 p.m.                     |
| Friday   | Dec 19      | Last day of classes/exams for all graduate programs                                                     |

**Winter 2015 Intersession**

| Friday   | Jan 2- Jan 8 | Undergraduate Classes                                       |
| Thursday | Jan 2- Jan 8 | Graduate Business Classes                                   |

**Spring 2015 Semester**

| Monday   | Jan 2       | Last day for online registration for part-time undergraduate students and graduate students for Spring 2015 |
| Tuesday  | Jan 13      | New Students Arrive on Campus (New, Transfers, and International Students)                              |
| Wednesday  | Jan 14 | New Undergraduate Student Orientation and Orientation for International Students Continues  
|           |       | BCC Dining Hall opens at 4 p.m. Residence Halls open at 10 a.m.  
|           |       | Last day to apply for GSEAP non-matriculated status for Spring 2015  |
| Thursday  | Jan 15 | Classes begin for all schools  |
| Thursday  | Jan 15-  
Wednesday  | Jan 21 | Drop/add period for undergraduate students  |
| Friday    | Jan 16 | Deadline for Make-up of Fall 2014 Incompletes for GSEAP  |
| Monday    | Jan 19 | Martin Luther King, Jr. Day - University Holiday  |
| Thursday  | Jan 22-  
Wednesday  | Jan 28 | Late Registration-GSEAP  |
| Monday    | Feb 2  | Deadline for Study Abroad applications for Fall 2015 and Spring 2016  |
| Wednesday | Feb 11 | Deadline for Fall 2014 make up on "Incompletes" except GSEAP  |
| Monday    | Feb 16 | President's Day - University holiday (School of Engineering has graduate classes)  |

| Tuesday   | Feb 17 | Monday classes meet - undergraduate day classes only (to make up for Monday holidays)  |
| Friday    | Mar 6  | Residence Halls close for Spring Recess at 6 p.m.  
|           |       | BCC Dining Hall closes at 2 p.m.  |
| Monday    | Mar 9-  
Sunday    | Mar 15 | Residence halls reopen at 12 noon  
|           | Mar 13 | BCC Dining Hall opens 4 p.m.  |
| Monday    | Mar 16 | Classes resume - all schools  |
| Wednesday | Mar 18 | Deadline for major and minor changes for undergraduates for Fall 2015 registration  |
| Friday    | Mar 20 | Last day for course withdrawal for undergraduates (except ASAP II courses) and graduate students (except GSEAP)  |
| Monday    | Mar 23 | Last day to withdraw (GSEAP)  |
| Monday    | Mar 30 | Undergraduate advising and registration for Fall 2015  |
| Tuesday   | Apr 21 | Registration begins for all Graduate and Undergraduate Programs for Summer 2015 (except GSEAP non-matriculated students)  
|           |       | Applications for Degree are due for May graduation - all schools  |
| Wednesday | Apr 15 | Registration begins for non-matriculated GSEAP students for Summer 2014  
|           |       | Deadline for full-time undergraduate upper-class students to submit FAFSA and CSS PROFILE  |
| Thursday  | Apr 2-  
Sunday    | Apr 5  | Easter Recess for graduate programs  |
| Friday    | Apr 3-  
Monday    | Apr 6  | Easter Recess for undergraduates  |
<p>| Monday    | Apr 6  | Classes resume for graduate programs  |
| Tuesday   | Apr 7  | Classes resume for undergraduate programs  |
| Thursday  | Apr 23 | Last day to complete Spring Comprehensive Exams - GSEAP  |
| Tuesday   | Apr 28 | Last day of classes for undergraduates  |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 29</td>
<td>Last day for Spring financial aid to process for all students</td>
</tr>
<tr>
<td>Sunday, May 3</td>
<td>Reading Days - Undergraduate students</td>
</tr>
<tr>
<td>Monday, May 4</td>
<td>Final Examinations for undergraduate day students (except for reading days) and final exams/last day for undergraduate evening classes</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>BCC Dining Hall closes at 2 p.m.</td>
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<tr>
<td></td>
<td>Residence Halls, Townhouses and Apartment Complex close at 6 p.m.</td>
</tr>
<tr>
<td></td>
<td>Undergraduate students with a 3 p.m. final are permitted to remain until 8 p.m.</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>Last day of classes/exams for all graduate programs</td>
</tr>
<tr>
<td>Saturday, May 16</td>
<td>Baccalaureate Mass</td>
</tr>
<tr>
<td>Sunday, May 17</td>
<td>65th Commencement</td>
</tr>
<tr>
<td></td>
<td>Undergraduate Ceremony - 9:30 a.m./Graduate Ceremony - 3 p.m.</td>
</tr>
<tr>
<td>Monday, May 18</td>
<td>Residence Halls, Townhouses and Apartment Complex close at 12 noon for Seniors</td>
</tr>
</tbody>
</table>

### Summer Session 2015

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 18</td>
<td>May 29</td>
<td>Graduate Business Summer Session I (Memorial Day Holiday, May 25)</td>
</tr>
<tr>
<td>Monday, May 18</td>
<td>June 2</td>
<td>GSEAP Pre Session (Memorial Day Holiday, May 25)</td>
</tr>
<tr>
<td>Monday, May 18</td>
<td>Aug 7</td>
<td>Engineering Summer Session (Memorial Day Holiday, May 25)</td>
</tr>
<tr>
<td>Wednesday, May 20</td>
<td>May 27</td>
<td>Undergraduate One Week - Pre Session (Memorial Day Holiday, May 25)</td>
</tr>
<tr>
<td>Monday, June 1</td>
<td>July 2</td>
<td>Undergraduate Session I</td>
</tr>
<tr>
<td>Monday, June 1</td>
<td>June 25</td>
<td>Graduate Business Summer Session II</td>
</tr>
<tr>
<td>Wednesday, June 3</td>
<td>July 2</td>
<td>GSEAP Session I</td>
</tr>
<tr>
<td>Wednesday, June 3</td>
<td></td>
<td>Deadline for make-up of Spring 2015 &quot;Incompletes&quot; - GSEAP</td>
</tr>
<tr>
<td>Wednesday, June 17</td>
<td>June 18</td>
<td>First-Year Students Orientation Class of 2019</td>
</tr>
<tr>
<td>Monday, June 22</td>
<td>June 23</td>
<td>First-Year Students Orientation Class of 2019</td>
</tr>
<tr>
<td>Monday, June 29</td>
<td>Aug 1</td>
<td>Graduate Business Summer Session II (July 4-Holiday)</td>
</tr>
<tr>
<td>Monday, July 6</td>
<td></td>
<td>Registration begins for all Graduate and non-matriculated continuing studies students for Fall 2015</td>
</tr>
</tbody>
</table>
Degree cards due for August 30th graduation (All schools)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Undergraduate July Session II</td>
</tr>
<tr>
<td>Monday</td>
<td>July 6- Aug 3</td>
</tr>
<tr>
<td>Friday</td>
<td>GSEAP Session II</td>
</tr>
<tr>
<td>Monday</td>
<td>July 6- July 31</td>
</tr>
<tr>
<td>Friday</td>
<td>Registration begins for GSEAP non-matriculated students for Fall 2015</td>
</tr>
<tr>
<td>Monday</td>
<td>July 31</td>
</tr>
<tr>
<td>Friday</td>
<td>Deadline for selected students on financial aid to submit verification documents to the Office of Financial Aid</td>
</tr>
<tr>
<td>Monday</td>
<td>Aug 3</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Last day for Summer financial aid to process for all students</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Undergraduate - One Week Post Session</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Aug 5- Aug 11</td>
</tr>
<tr>
<td>Monday</td>
<td>GSEAP Post Session</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Aug 3- Aug 12</td>
</tr>
<tr>
<td>Monday</td>
<td>Graduate Business Summer Session IV</td>
</tr>
<tr>
<td>Saturday</td>
<td>Aug 3- Aug 22</td>
</tr>
</tbody>
</table>