

MEMORANDUM

Date: March 8, 2013

To: Karen Roche, Secretary of the University

From: Brenda Winter, University Registrar

Subject: Senate Schedule

In response to a request from Senate to review the day and start time for Senate meetings in the 2013-14 academic year, I submit the following recommended choices.

The fewest conflicts will be on Monday or Wednesday at 4pm and these choices eliminate the issues surrounding religious practices on Friday afternoons. The meetings can run later but would need to end by 7 pm since there are many evening courses scheduled from 7-10 pm.

1. Monday starting at 4:00pm
2. Wednesday starting at 4:00pm
3. Friday starting at 4:00pm – with exceptions being 3:00pm in November and January to accommodate religious practices.

These recommendations are made after an analysis of course scheduling data which indicates that the Monday-Wednesday 4:00-5:30pm timeslot is least likely to result in conflicts for Senators. There is no 4:00-5:30pm timeslot on Fridays.

The Office of the Registrar proposes to keep these timeslots free for all current Senators as we build the timetable for the 2013-14 year. As new Senators are appointed we will attempt to make necessary adjustments wherever possible.