



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Dr. Graeme Norval  
Chair, Undergraduate Curriculum Committee

**Date:** February 4, 2014 for February 25, 2014 Faculty Council Meeting

**Re:** **Proposed Dates for the Summer Session in the 2014-2015 Academic Year**

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### REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members voting to carry).

### BACKGROUND

The Undergraduate Curriculum Committee is responsible for determining the session dates through consultation with the Colleges and Residences, as well as with the University holiday schedule. Traditionally, the Committee has proposed dates for the fall and winter terms only.

The dates for the summer T program have been managed by the Registrar's Office. More recently, the Faculty is offering technical electives during both the May/June and July/August time period. The Committee is changing the process so that all of the session dates proceed through a governance cycle.

### STRUCTURE

The summer possesses challenges with the number of statutory holidays and courses being offered in non-conventional formats. It is proposed that the guiding principle be that the courses offered during the spring/summer have the same number of contact hours as the same courses in the fall/winter. For instance, if a course has been approved as having three lecture hours per week (36 hours in a term), then that course needs to have the same number of contact hours in the spring/summer. As the number of instructional days may vary slightly based on holidays and the course schedule, the instructor is responsible for ensuring that the required contact hours are taught in a given term.

Proposed dates for the summer session in the 2014-2015 academic year:

May/June Term

Start: May 5

End: June 20

Exam: June 23-27

34 instructional days (equivalent to 13.6 weeks, as each course will have double meeting per week).

July/August Term

Start: July 2

End: Aug 15

Exam: Aug 18-22

33 instructional days (equivalent to 13.2 weeks)

Holidays: August 4

May-August Term

Start: May 5

End: August 15

Exams: August 18-22

Holidays: May 19, June 30, July 1, August 4

67 instructional dates (13.4 week term), courses meet in traditional format

\*Potential exists for instructor to give more time before exams or to cancel three lectures

**PROCESS**

The Committee is composed of representatives from each undergraduate program; the Vice-Dean, Undergraduate Studies; the Chair, First Year; the Associate Dean, Cross-Disciplinary Programs; and the Registrar's Office. The Committee meets regularly, and reviews changes to the curriculum.

**PROGRAM**

All programs are involved in these changes, and the impact on students in the various programs has been considered.

**RECOMMENDATION AND MOTION FOR FACULTY COUNCIL**

THAT the proposed dates for the summer session in the 2014-2015 academic year be approved.