

# **Proposal for a Fall Break**

## **Introduction**

The Student Government Association believes the implementation of a Fall Break is worthy of consideration due to the ensuing benefits for the Texas Tech community.

The idea of a Fall Break has drawn a significant amount of discussion from various representative bodies across campus, specifically the Faculty, Staff, and Student Senates. The SGA has developed a proposal that incorporates the concerns, suggestions, and areas of agreement from each of these bodies, into a viable solution for a Fall Break. This proposal provides background information and an overview of the current and proposed academic calendars. It concludes with a synopsis and response to specific considerations, further recommendations, and conclusions.

## **History**

The idea of a Fall Break is one that is not new to this campus or other institutions of higher learning throughout the nation. In fact, Princeton University, for example, reports its inception of a Fall Break in 1970. Other universities known to incorporate a Fall Break into their academic calendars, specifically in October, include the University of New Mexico, Purdue University, Louisiana State University, and the University of Virginia. There are currently nine (9) Big XII universities that have a Fall Break or equivalent within their calendars. Although nonspecific to the month of October, there are many other universities that have academic calendars including “days off” that would be comparable to the Fall Break found in this proposal.

In March of 2004, the Student Senate adopted Senate Resolution 39.33, a resolution in support of a Fall Break. This resolution lacks specificity but does resolve that a Fall Break should be implemented on a consecutive Thursday and Friday in mid-October. Senate Resolution 39.33 is attached in Appendix A.

Upon convening the 40<sup>th</sup> Senate Session, the Student Government Association set out to survey students concerning this issue in an effort to statistically support the students' desire for a Fall Break. On October 27, 2004, in conjunction with SGA Day, student senators distributed surveys at various locations around campus including the Business Administration Building, the Market at Stangel/Murdough, the Student Union Building, and outside both Holden Hall and the Mathematics Building. Surveys were also distributed as executive officers visited student organizations as well as at other SGA events such as the Student Organization Advisory Congress. In all, 394 surveys were collected. An example Fall Break Survey is attached as Appendix B. In addition, the methodology for the survey is described in Appendix C. Of the 394 responses, 341 surveys were returned supporting a Fall Break, 52 opposed, and one (1) blank. Figure 1 in Appendix C graphically depicts responses for question number two (2) on the survey. The next survey question related to which days in the academic calendar that students would choose to reallocate the two teaching days should a break be implemented. Figure 2 in Appendix C represents these responses. Sixty-three (63) students replied in favor of option number one (1), replacing Labor Day and "Dead Day" with teaching days, while 289 students chose option two (2), to finish classes on Friday rather than Wednesday. Forty-two (42) students did not reply to this question.

After analyzing the survey results, the Student Senate again voted in favor of a resolution that called for the implementation of a Fall Break. Senate Resolution 40.30 was adopted on February 2, 2005 and is included in Appendix A. Unlike the previous resolution, SR 40.30 includes more specific recommendations for the actual implementation of a Fall Break, citing specific days in October. Furthermore, the resolution addresses distribution of diplomas and new scheduling for finals so that two teaching days will not be lost.

Other history relevant to this issue includes recent actions by the Faculty and Staff Senates. On February 9, 2005, the Faculty Senate considered a committee report, which outlined arguments both in favor of and opposed to a Fall Break. A motion was made and carried stating the Fall Break was not workable. This committee report is included in Appendix D. Conversely, through discussions and e-mail correspondence, the Staff Senate has demonstrated support for a Fall Break. The Staff Senate's support was contingent upon the feasibility of mailing out diplomas. The Staff Senate reports that this is a workable option and therefore, endorses this proposal. Although not relevant to this proposal, the Staff Senate has displayed reservations about operating the university on Labor Day.

### **Current Academic Calendar**

Under the current academic calendar, a fall semester must incorporate 69 teaching days, not including five (5) days for final examinations. For the fall of 2005, classes begin on Monday, August 29, and end on Wednesday, December 7. During this stretch, the university does not hold classes on Labor Day (Monday, September 5) or throughout

the Thanksgiving Holiday (Wednesday, November 23 through Sunday, November 27). The final day of class is followed by “Dead Day,” which is the individual study day scheduled for Thursday, December 8. The period for final examinations is from Friday, December 9 to Wednesday, December 14, not including Sunday, December 11. Also, it is important to note mid-semester grades are due Monday, October 24 and the commencement ceremony is set for Saturday, December 17. These dates are summarized in Table 1 and represented in Figure 3 of Appendix C.

Also worth mentioning is the Fall 2005 schedule for Chemistry labs. The Chemistry Department requires 13 full weeks of instruction prior to a single day set for final examinations. According to the current schedule, week 1 of labs will run from Monday to Friday, August 29, through September 2. After the Labor Day Holiday, weeks 2-12 of labs follow a Tuesday through Monday schedule, as a categorical week. No labs will be held on Tuesday, November 22, and week 13 of labs would resume Monday, November 29, and conclude Friday, December 2. Therefore, the lab finals will be held on Wednesday, December 7. There are 65 total days for teaching Chemistry labs and one (1) day for administering finals. These dates are summarized in Table 2 and represented in Figure 4 of Appendix C.

### **Proposed Academic Calendar**

The Student Government Association proposes that the academic calendar for the fall semester of 2005 be adjusted to accommodate a Fall Break. In order to use two days in mid-October as non-teaching days, the calendar will be amended to incorporate these two teaching days at other times. Under this proposal, the fall semester will still consist

of 69 total teaching days with five (5) days reserved for final examinations. The semester shall begin on Monday, August 29, and continue through Friday, December 9. During this stretch, the university will not hold classes on Labor Day (Monday, September 5), during Fall Break (Thursday and Friday, October 20 and 21), or throughout the Thanksgiving Holiday (Wednesday, November 23 through Sunday, November 27). The two days used for Fall Break will be “made up” on Thursday and Friday, December 8 and 9. Therefore, individual study days would consist of the adjacent weekend with the five (5) days of finals being administered from Monday, December 12 through Friday, December 16. Again, mid-semester grades will be due on Monday, October 24 and the commencement ceremony will remain set for Saturday, December 17. These dates are summarized in Table 1 and represented in Figure 5 of Appendix C.

This adjustment to the academic calendar for Fall 2005 will also require changes specific to Chemistry lab scheduling. After discussions with Chemistry faculty members as well as the Provost, the Student Government Association proposes the following as an amended Chemistry lab schedule. Week 1 of labs shall begin on Monday, August 29, and continue through Friday, September 2. Once again, the university will observe Labor Day, and labs shall resume on a Tuesday through Monday schedule for weeks 2-7, which is Tuesday, September 6, through Monday, October 17. No labs will be held from October 18-23, and then the Monday to Friday lab week will begin again as week 8 from Monday, October 24 through Friday, October 28. This schedule will continue throughout week 13 ending Friday, December 9. This adjusted schedule still allows for 13 full weeks of lab instruction with one additional day for final examinations. Chemistry lab final exams shall be administered on Saturday, December 10, prior to the full week of

regular finals. The administration of final examinations on the Saturday before the full week of finals shall be specific to Chemistry labs. These dates are summarized in Table 2 and represented in Figure 6 of Appendix C.

## **Considerations**

As the Student Government Association has researched and developed this proposal, many concerns have been raised that are worthy of consideration. The first explanation that should be offered is the need for a Fall Break. The “WHEREAS” statements of the two Student Senate resolutions intend to lay a foundation for the need of a Fall Break and many reasons are offered within. Primarily, the Student Government Association is confident the addition of a Fall Break will prove beneficial for students’ cognitive, emotional, and physical health. Without a Fall Break, a student attends class during the fall semester on 56 consecutive teaching days as opposed to 39 days in the spring semester. A break during the month of October would allow students a range of opportunities from catching up on schoolwork and sleep to visiting home. For these reasons and others, a Fall Break could potentially serve to increase retention rates. This correlation is difficult to prove statistically, but some universities such as Oklahoma State University, which does have a Fall Break, report higher retention rates after the fall semester.

There are many other benefits that serve to justify the addition of a Fall Break to the academic calendar. The amended calendar would allow for two full weeks of instruction between the Thanksgiving Holiday and finals. Also, administering finals until the day prior to commencement would allow for an extended time frame for faculty to

submit final grades relevant to potential graduating students. Under this schedule, students would participate in the commencement ceremony and have their diplomas mailed to them if not picked up by a specified date. As shown from the survey results, students rated the importance of receiving a diploma at commencement as 5.89 out of 10, relatively average. Additionally, the Fall Break will be an opportune time during the semester for faculty, staff, and students to travel without the worry of making up class. It will also serve as a time for graduate students to conduct uninterrupted research. Again, a Fall Break will shift the final examination period to a Monday through Friday format, which is more consistent with a regular school week. Conducting finals on Saturday already has inconsistencies such as parking policies. Finally, the implementation of a Fall Break would be the first of its kind for a public university in Texas and could serve as a recruiting tool for potential students.

One concern about the implementation of a Fall Break that should be addressed is the potential loss of teaching days. However, it has already been shown that these teaching days will be reassigned within the semester, making this a moot consideration.

Furthermore, there have been reservations regarding an extension to semester length resulting in a reduced amount of time to report grades. Again, conducting finals until the day before commencement would actually result in an extension for grade reporting as diplomas will be mailed if not picked up by the student. There are concerns about this diploma distribution policy as well. It should be noted that Texas Tech University will administer finals the day prior to commencement during the second summer session of 2005 and mail diplomas to graduating students as a result. A further concern was that a student could potentially participate in the commencement ceremony

without having met his or her grade requirements. Once more, this situation is just as possible and occurs under the current calendar. These issues will be revisited in the recommendations section of this proposal.

Another concern is the effect that a Fall Break would have on lab schedules, specifically Chemistry labs. This concern has already been addressed and accounted for in the proposed academic calendar. However, the Student Government Association recognizes that the primary reason for a university's existence is to provide students with a quality education. That said, the Student Government Association would not propose or recommend a Fall Break if the implications could detrimentally affect the academic nature of our institution or threaten the accreditation of a specific program.

An additional concern that should be considered regards the potential effects to Theatre and Dance performances during the month of October. Theatre and Dance's main stage production traditionally occurs on consecutive weekends during the month of October. It is understood that this is a revenue production for the department. Some representatives of the department are concerned that Theatre and Dance students will not be able to participate in a Fall Break due to the production, as well as that the revenues from the production will decrease. Although it is unfortunate that those students involved in the production will have responsibilities during the break, the Student Government Association is unconvinced that this fact should deny the remainder of students a Fall Break. Furthermore, the Student Government Association is not persuaded that the proposed break will result in a financial burden to the Theatre and Dance Department since students already receive free admission to performances. Additionally, it is



unlikely that student attendance will drastically decrease since the production occurs on consecutive weekends allowing students multiple opportunities to attend.

Next, there is a concern about how a Fall Break would affect the Law School schedule with regard to ABA degree contact time requirements. After consulting the Law School senators, the Student Government Association recommends no change to the Law School calendar. The Law School already begins teaching a week prior to all other programs within the university. It makes sense that their schedule should remain as is, therefore making this concern a moot point.

Finally, there are some who are concerned students would take advantage of a Thursday and Friday Fall Break by taking off the entire week. To restate, mid-semester grades are due on the Monday following the proposed break, which means that the week of the Fall Break would be an appropriate time for mid-term exams. Should faculty schedule exams at this time, their importance would presumably guard against students taking advantage of a full week. Furthermore, the Student Government Association suggests that a Fall Break will actually serve to improve attendance on the Monday and Tuesday prior to the Thanksgiving Holiday.

## **Recommendations**

The Student Government Association recommends the adoption of the proposed academic calendar for the 2005 Fall Semester, which incorporates a Fall Break. This recommendation is a viable solution for a Fall Break as long as other considerations are handled appropriately. For instance, the policy for grade reporting in the fall semester, as well as the period of no examinations, must be amended accordingly to reflect the

adjusted calendar. The Student Government Association recommends grades for graduating students (candidates) shall be due by 5:00 pm on Monday, December 19. This would allow time for diplomas to be printed and mailed if not picked up prior to Thursday, December 22. All other grades would be due by 5:00 pm on Wednesday, December 21. These due dates and times are depicted on the tables and figures of Appendix E. Furthermore, the change in grade reporting results in additional time for faculty to calculate and report grades for candidates. Under the current calendar, candidate grades are due by noon on the day after finals, as opposed to being due three (3) full days after finals according to the proposed calendar. The Student Government Association recognizes that there will be an increased need to mail diplomas and thereby recommends that the cost to do so be accounted for by a minimal increase to the graduation fee.

Another necessary recommendation is that the residence hall schedule be adjusted to accommodate the amended academic calendar. Residence halls shall remain open until the morning of Saturday, December 17. Furthermore, the halls shall operate during the Fall Break so that students have the opportunity to remain on campus should they choose to do so.

Lastly, the Student Government Association recommends that a committee be formed under the Provost's office with the objective to assess the effects of a Fall Break after the first year of implementation. The committee shall convene in November of 2005 as well as January of 2006 and shall be comprised of the following members: the Provost or his designee (co-chair), the President of the Student Government Association

or his designee (co-chair), a representative of the Faculty Senate, a representative of the Staff Senate, a representative of the Student Senate, a representative of Housing and Residence Life, and other members as appointed by the President of Texas Tech University.

## **Conclusion**

The inclusion of a Fall Break in the academic calendar is not an unattainable or unnecessary change, but rather an improvement to the university's academic calendar that will undoubtedly benefit the Texas Tech community. A combined effort of the Faculty, Staff, and Student Senates will help to ensure the success of the implementation of a Fall Break for 2005. Ultimately, the Student Government requests your support in this endeavor, which makes sense, works, and will positively impact the culture of our campus.

## **Appendix A**

**Senate Resolution 39.33**

**Senate Resolution 40.30**

TEXAS TECH UNIVERSITY  
Senate Resolution 39.33

(Stating the sentiments of the Student Senate concerning the implementation of a fall break.)

WHEREAS, there is no break between Labor Day and Thanksgiving in the Fall Semester, and

WHEREAS, this long stretch of classes causes students to become burned out, and

WHEREAS, a mid-semester break would allow graduate students time to perform uninterrupted research, and

WHEREAS, the week long break in the spring allows students to recuperate and prepare for the remainder of the semester, and

WHEREAS, a break in the fall would be very beneficial to student morale.

THEREFORE BE IT RESOLVED, by the student senate of Texas Tech University, a fall break be implemented to divide up the semester, and

BE IT FURTHER RESOLVED this break will occur on a consecutive Thursday and Friday in mid-October, and

BE IT FURTHER RESOLVED, that this resolution be spread upon the Senate Journal and that copies be sent to Dr. David Smith, Chancellor of Texas Tech University System; Dr. Jon Whitmore, President of Texas Tech University; Dr. William M. Marcy, Provost of Texas Tech University; Courtney Muench, Editor of *The University Daily*; and to the Students of Texas Tech University.

Authors: CARR  
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TEXAS TECH UNIVERSITY  
4 March, 2004

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Jacque Steinmetz  
President, Student Senate

TEXAS TECH UNIVERSITY  
SENATE RESOLUTION 40.30

(Stating the sentiments of the Student Senate concerning the implementation of a fall break.)

WHEREAS, the lack of vacations between Labor Day and Thanksgiving in the fall semester can be tiresome for many students, and

WHEREAS, Senate Resolution 39.33 called for the initial implementation of a fall break, and

WHEREAS, the fall break would allocate more time for instruction after the Thanksgiving break, and

WHEREAS, the rush to verify grades of graduating students would be greatly reduced.

WHEREAS, concerns regarding the position of the fall break in the school calendar inhibited the implementation of the fall break for the Fall 2004 semester,

THEREFORE BE IT RESOLVED, a fall break be implemented for the Fall 2005 semester, and be permanently included in the Texas Tech Academic Calendar, and

BE IT FURTHER RESOLVED, the Texas Tech Academic Calendar for Fall 2005 shall be adapted as follows:

Title 1) The last day of classes shall be moved to Friday, December 9,

Title 2) Saturday, December 10 and Sunday, December 11 shall be set aside as personal student study days,

Title 3) Final examinations shall begin Monday, December 12 and end Friday, December 16,

Title 4) Thursday October 20 and Friday October 21 shall be scheduled as the fall break days to coincide with the away game of the University of Texas football game in Austin.

BE IT FURTHER RESOLVED, graduating students shall be able to pick up their diplomas on December 21, and diplomas not picked up will be mailed by December 23.

BE IT FURTHER RESOLVED, from this point forward, the included Academic Calendar shall be altered accordingly to fit with the fall break.

BE IT FURTHER RESOLVED, that this resolution be spread upon the Journal, and copies be sent to Dr. David Smith, Chancellor of Texas Tech University System; Dr. Jon Whitmore, President of Texas Tech University; Dr. William M. Marcy, Provost of Texas Tech University; Dr. Jim Brink, Vice Provost of Texas Tech University; Dr. Michael Shonrock, Vice President of Student Affairs; Gerald Meyers, Texas Tech Athletic Director; Sue Jones, Director of Official Publications for Texas Tech University; Dr. Gene Wilde, President of the Texas Tech Faculty Senate; Brent Guinn, President of the Texas Tech Staff Senate; Heidi Toth, Editor of *The University Daily*; and to the students of Texas Tech University.

Authors: FOWLER  
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TEXAS TECH UNIVERSITY  
20 January, 2005

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Nathan P. Nash  
President, Student Senate

**Appendix B**  
**Fall Break Survey**



## Fall Break Survey

For this survey the term “Fall Break” will be defined as a Thursday and Friday of no classes in the month of October on the weekend of an out of town football game.

1. What is your classification?

Freshman      Sophomore      Junior      Senior      Graduate

2. Are you in favor of a fall break?

Y                  N

3. For a Fall Break to occur, the Thursday and Friday of the Fall Break must be replaced by two days within the academic calendar. Please place a check next to the option you would prefer to replace these days.

- a. \_\_\_\_\_ Option 1: TTU conducts classes on Labor Day, and the individual study day (dead day) is eliminated.
- b. \_\_\_\_\_ Option 2: The last day of class moves from Wednesday to Friday. Saturday and Sunday serve as your individual study days. Finals take place Monday through Friday rather than Friday through Wednesday.

Note: Under “Option 2” graduates will have diplomas mailed to them.

4. Using the following scale, please rate how important it is to you to receive your diploma on the day of graduation?  
(i.e. the day you “walk”)

1      2      3      4      5      6      7      8      9      10

Not Important

Very Important

## **Appendix C**

### **Survey Methodology and Results**

## **Survey Methodology and Results**

Data was gathered at various locations from students during SGA Day on October 27, 2004. Polling places included the Business Administration Building, Stangel/Murdough Market, Student Union Building, and outside both Holden Hall and the Mathematics Building. Responses of students were also solicited at organizational meetings, SOAC meetings, and bus stops. Students completed the attached survey (Appendix B), indicating their classification, support for a fall break, support for which days to conduct a fall break, and level of desire to receive diplomas on the day of commencement.

<u>Total Respondents:</u>	394		
Freshmen:	54	In Favor:	341
Sophomores:	93	Opposed:	52
Juniors:	132	Blank:	1
Seniors:	93		
Graduate:	22		

Next, students were asked which option for “make-up” days they would prefer should a Fall Break be implemented. Option 1 would have eliminated the individual study day before final exams and eliminate Labor Day as students returned from school. Option 2 would have the last day of classes moved from Wednesday to Friday, have individual study days on Saturday and Sunday, and proctor final exams Monday through Friday. Students were informed on the survey that with Option 2, diplomas for

graduating candidates would not be available on the day of commencement ceremonies.

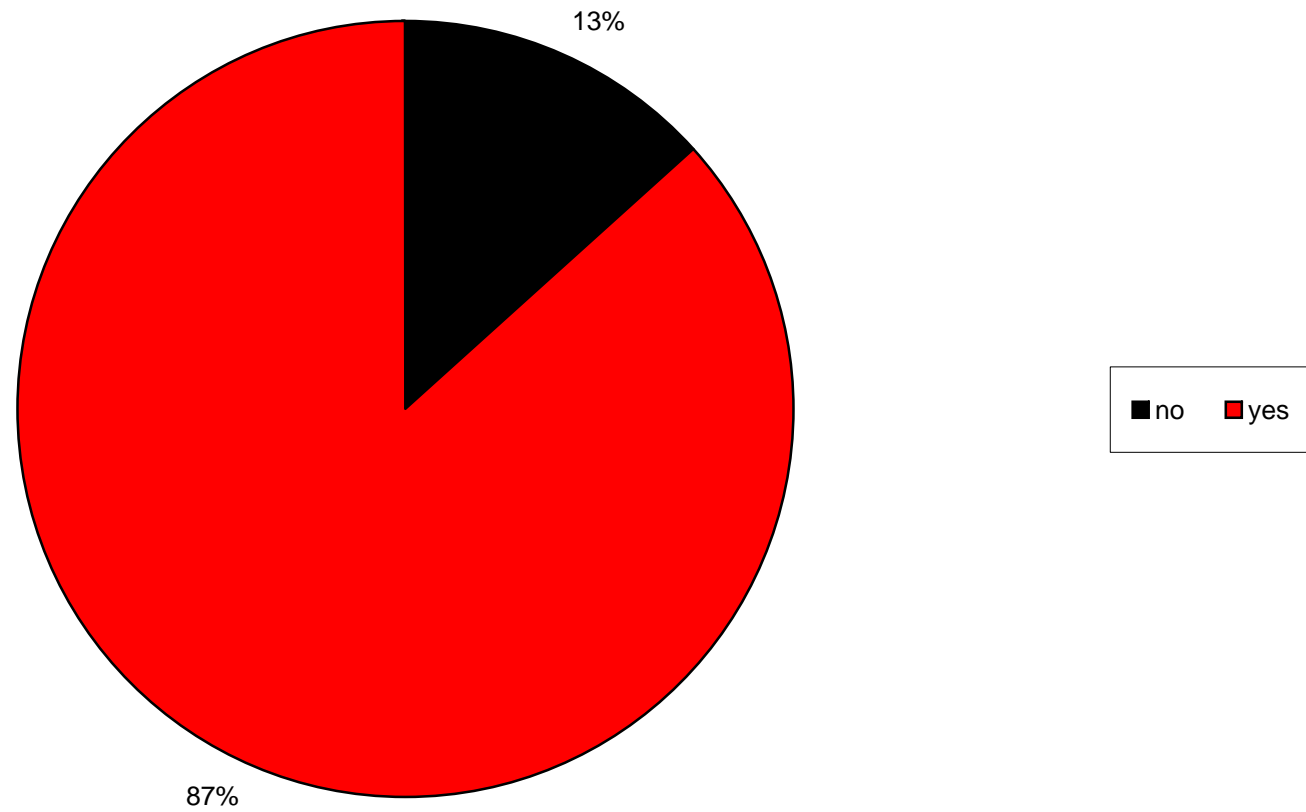
The results were as follows:

Option 1:	63
Option 2:	289
Blank:	42

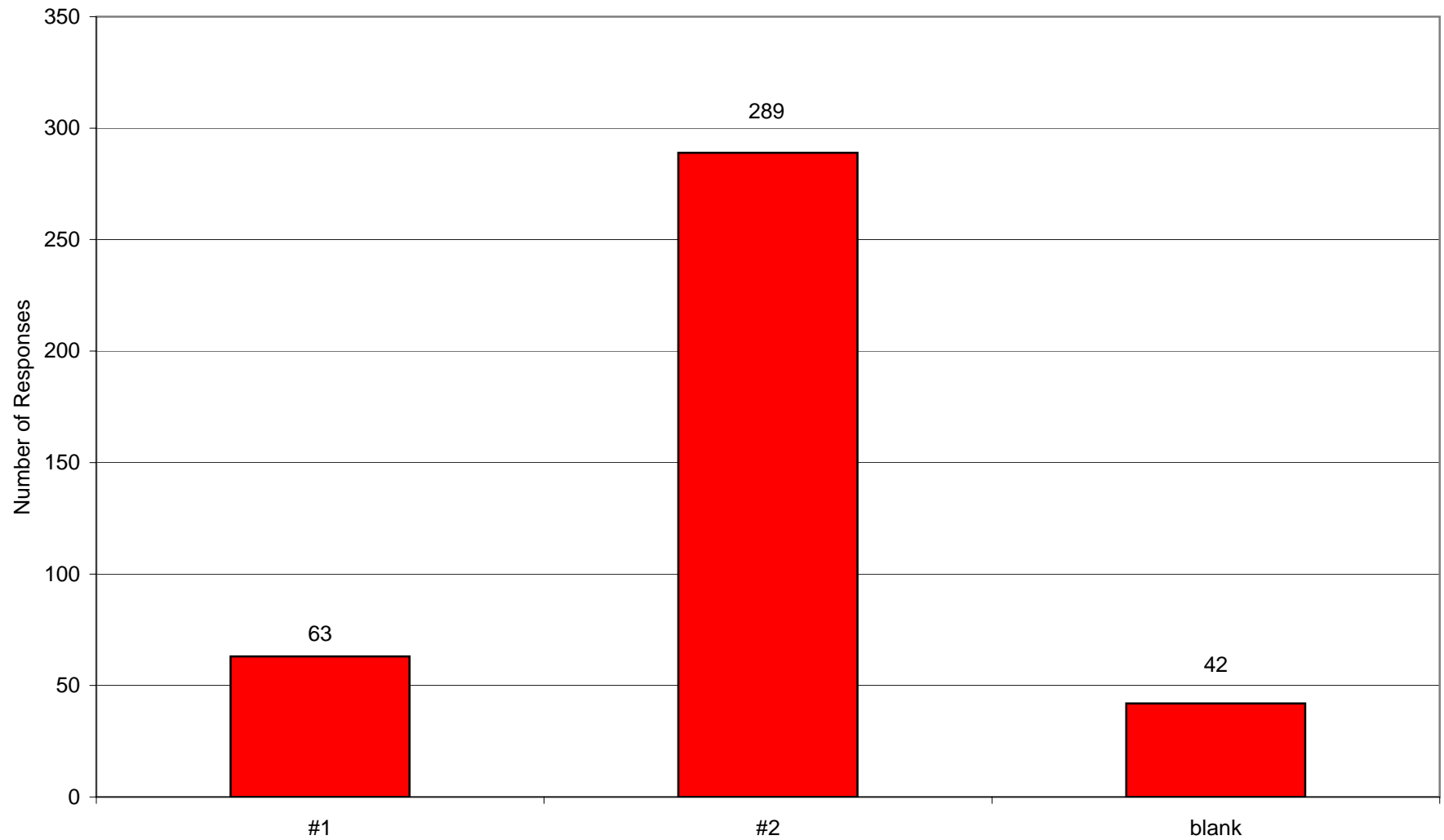
Finally, students were asked how important it was to receive their diplomas on the day of commencement. They were asked to rate the importance on a scale of 1 to 10, with 1 being “not important” and 10 being “very important”. The data was then compiled to find the average importance. The results were as follows:

<u>Global response:</u>	<u>5.89</u>
Freshmen:	3.54
Sophomores:	5.59
Juniors:	5.86
Seniors:	6.09
Graduate:	6.09

**Figure 1. Response to Question #2**  
(Vote of yes is in favor of a fall break)



**Figure 2. Response to Question #3**



**Table 1. Academic Calendar**

**Current Calendar:**

First day of class: Mon, Aug 29

Labor Day: Mon, Sept 5

Midterm grades due: Mon, Oct 24

Last day to drop a course: Mon, Oct 31

Thanksgiving Break:

Wed, Nov 23 to Sun, Nov 27

Period of no examinations: Mon, Dec 1

Last day of class: Wed, Dec 7

Individual Study Day: Thurs, Dec 8

Final examinations:

Fri, Dec 9 to Wed, Dec 14

Grades due for degree candidates:

Thurs, Dec 15, 12:00 pm

Commencement: Sat, Dec 17

Grades due: Mon, Dec 19

**Proposed Calendar:**

First day of class: Mon, Aug 29

Labor Day: Mon, Sept 5

Fall Break:

Thurs, Oct 20 and Fri, Oct 21

Midterm grades due: Mon, Oct 24

Last day to drop a course: Mon, Oct 31

Thanksgiving Break:

Wed, Nov 23 to Sun, Nov 27

Period of no examinations: Wed, Dec 3

Last day of class: Fri, Dec 9

Final examinations:

Mon, Dec 12 to Fri, Dec 16

Commencement: Sat, Dec 17

Grades due for degree candidates:

Mon, Dec 19, 5:00 pm

Grades due: Wed, Dec 21

# 2005-2006 School Year - Figure 3

## Notes:

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

JUNE						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Aug 29: First Day of Class
- Sept 5: Labor Day, No Class
- Oct 24: MidSemester Grades Due
- Oct 31: Last Day to Drop a Course
- Nov 23-27: Thanksgiving Break
- Dec 7: Last Day of Classes
- Dec 9-14: Final Exams
- Dec 15: Candidate Grades Due
- Dec 17: Commencement

- Jan 11: First Day of Class
- Jan 16: MLK Jr. Day, No Class
- March 6: MidSemester Grades Due
- March 11-19: Spring Break
- March 22: Last Day to Drop a Course
- April 17: No Class
- May 2: Last Day of Class
- May 10: Candidate Grades Due
- May 13: Commencement



# 2005-2006 School Year Proposed - Figure 5

## Notes:

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOVEMBER						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- Aug 29: First Day of Class
- Sept 5: Labor Day; No Class
- Oct 20-21: Fall Break, No Class
- Oct 24: MidSemester Grades Due
- Oct 31: Last Day to Drop a Course
- Nov 23-27: Thanksgiving Break
- Dec 9: Last Day of Classes
- Dec 12-16: Final Exams
- Dec 17: Commencement
- Dec 19: Candidate Grades Due
- Dec 21: Grades Due

- Jan 11: First Day of Class
- Jan 16: MLK Jr. Day; No Class
- March 6: MidSemester Grades Due
- March 11-19: Spring Break
- March 22: Last Day to Drop a Course
- April 17: No Class
- May 2: Last Day of Class
- May 10: Candidate Grades Due
- May 13: Commencement

**Table 2. Chemistry Schedule**

**Current Schedule:**

Week 1: Mon, Aug 29 to Fri, Sept 2  
Week 2: Tues, Sept 6 to Mon, Sept 12  
Week 3: Tues, Sept 13 to Mon, Sept 19  
Week 4: Tues, Sept 20 to Mon, Sept 26  
Week 5: Tues, Sept 27 to Mon, Oct 3  
Week 6: Tues, Oct 4 to Mon, Oct 10  
Week 7: Tues, Oct 11 to Mon, Oct 17  
Week 8: Tues, Oct 18 to Mon, Oct 24  
Week 9: Tues, Oct 25 to Mon, Oct 31  
Week 10: Tues, Nov 1 to Mon, Nov 7  
Week 11: Tues, Nov 8 to Mon, Nov 14  
Week 12: Tues, Nov 15 to Mon, Nov 21  
Week 13: Mon, Nov 28 to Fri, Dec 2

Lab final: Wednesday, Dec 8

**Proposed Schedule:**

Week 1: Mon, Aug 29 to Fri, Sept 2  
Week 2: Tues, Sept 6 to Mon, Sept 12  
Week 3: Tues, Sept 13 to Mon, Sept 19  
Week 4: Tues, Sept 20 to Mon, Sept 26  
Week 5: Tues, Sept 27 to Mon, Oct 3  
Week 6: Tues, Oct 4 to Mon, Oct 10  
Week 7: Tues, Oct 11 to Mon, Oct 17  
Week 8: Mon, Oct 24 to Fri, Oct 28  
Week 9: Mon, Oct 31 to Fri, Nov 4  
Week 10: Mon, Nov 7 to Fri, Nov 11  
Week 11: Mon, Nov 14 to Fri, Nov 18  
Week 12: Mon, Nov 28 to Fri, Dec 2  
Week 13: Mon, Dec 5 to Fri, Dec 9

Lab final: Saturday, Dec 10

## Notes:

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 7: Lab Final

This is a blank sheet of white paper with horizontal grey ruling lines, resembling notebook paper. There are ten evenly spaced lines across the page. The left edge shows a slight shadow, suggesting it's part of a bound volume.

## Notes:

JANUARY						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
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27	28	29	30	31		

APRIL						
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24	25	26	27	28	29	30

MAY						
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22	23	24	25	26	27	28
29	30	31				

JUNE						
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19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
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17	18	19	20	21	22	23
23 31	25	26	27	28	29	30

AUGUST						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Week 1: Introduction and Lab Safety

Sept 5: Labor Day

Week 2

## Week 3

Week 4

Week 5

Week 6

Week 7

Oct 18-21: No Labs

Week 8

Week 9

Week 10

Week 11

Nov 21-15: No Labs

Week 12

Week 13

Dec 10: Lab finals

[illegible]

## **Appendix D**

### **Faculty Senate Study Committee A - Fall Break**

## **Agenda Item for January 12, 2005 Faculty Senate Meeting**

### **Faculty Senate Study Committee A-Fall Break**

**Senator Alan Reifman, Convener**

**Senator John Howe**

**Senator Sean Grass**

**Senator David Doerfert**

**Senator Chris Letchford**

**Senator Linda Donahue**

### **Faculty Senate "White Paper" on Proposal for a Fall Break Texas Tech University, January 2005**

**This document includes four brief sections: arguments in favor of a Fall Break, arguments opposed to a Fall Break, a tabular display of how those Big XII universities with a Fall Break schedule important events during the Fall semester, and a set of parameters the faculty would like to have considered, should a Fall Break be implemented. Two Student Government resolutions are included among the Appendices to this document, thus presenting the students' views.**

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#### ***I. Arguments in Favor of a Fall Break***

**1) College students experience high stress at predictable times each semester due to academic commitments, financial pressures, and lack of time-management skills. When stress is perceived negatively or becomes excessive, it can affect health and academic performance (Campbell & Svenson, 1992).**

**Szulecka, Springett, and de Pauw (1987) have suggested that the major causes of attrition in first-year college students are emotional rather than academic factors. Furthermore, Leafgran (1989) has suggested that students who are emotionally and socially healthy have a greater chance to succeed in college.**

**Will a Fall semester break serve as a means to reduce academic stress in Texas Tech students? There is not research to confidently answer this question with a "Yes." However, retention of students is a goal of all colleges and universities. If "perception is reality" and Texas Tech students perceive that a Fall Break will be beneficial to their cognitive, emotional, and physical health, then the Faculty Senate should support the creation of a Fall Break period in the academic calendar.**

**2) There is one byproduct of the proposed Fall Break plan that could be considered a potential benefit. By shifting the final examination schedule to a Monday-Friday format (as opposed to the current Friday, Saturday, Monday, Tuesday, Wednesday), finals week would have greater coherence and consistency with a regular school week, in many people's minds.**

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#### ***II. Arguments Opposed to a Fall Break***

- 1) Potential loss of 2 teaching days and/or adjacent days to travel.
- 2) Potential increase in semester length leading to a contraction in time for marking finals.
- 3) Fall graduation of seniors would be without formal degree audits.
- 4) Loss of 1 full week for laboratory schedules based on a weekly roster.
- 5) A break before the Theatre Arts musical in October or play in November would "decimate" the production rehearsal times.
- 6) The Law school already starts 5 teaching days ahead of the main campus because of strict ABA degree contact time requirements of 700 minutes/credit hour necessitating 14 full weeks of instruction. Extracting a further 2 days would push their starting date back to within 5 days of the end of second summer session. End of semester extension is impossible because final exams extend up to graduation day.

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***III. How Other Big XII Schools Schedule Fall Break (Data from Fall 2004 Semesters)***

School	Fall Break	Final Examinations	Commencement
Baylor	Oct. 15 (Fri.)	Dec. 9-15	Dec. 18
Colorado	Sept. 30-Oct. 1 (Thur.-Fri.)	Dec. 10-16	Dec. 17
Iowa State	Full week off for Thanksgiving	Dec. 13-17	Dec. 17 (Grad School); Dec. 18 (Undergrad)
Kansas	Oct. 14-15 (Thur.-Fri.)	Dec. 13-17	May Only
Kansas State	Oct. 11-12, (Mon.-Tues.)	Dec. 13-17 (after graduation)	Dec. 11 (before finals)
Missouri	Full week off for Thanksgiving	Dec. 13-17	Dec. 18-19
Nebraska	Oct. 18-19 (Mon.-Tues.)	Dec. 13-17	Dec. 17 (doctoral) Dec. 18 (the rest)
Oklahoma	Informal, Friday before the Texas football game	Dec. 13-17	May Only
Oklahoma State	Oct. 25-26 (Mon.-Tues.)	Dec. 13-17	Dec. 18

**Texas A&M and University of Texas do not have Fall Break.**

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***IV. Recommended Parameters, Should a Fall Break Be Implemented***

**If the Administration ultimately concludes that a Fall Break might be advantageous, the Faculty Senate recommends that such an experiment be carried out within the following parameters:**

- 1) There be no extension of the faculty's on-duty and in-class calendar days either back into August or forward into December.**
  - 2) The final examination week should run from Monday through Friday, so that the prior Saturday and Sunday can serve in lieu of the "dead day" normally scheduled in Fall.**
  - 3) The administration should consult closely with the Staff Senate on any plan, since some members of the staff would probably bear the greatest burden inasmuch as their end-of-semester chores would need to be completed even closer to the Christmas holidays.**
  - 4) In order to determine if air travel opportunities might be maximized and disruption to Friday-night student performances and events might be minimized, the administration should investigate the option of scheduling a Monday/Tuesday break instead of a Thursday/Friday break.**
  - 5) Inasmuch as some other universities have concluded that a full week break for the Thanksgiving holiday constitutes the most logical and least disruptive Fall Break, the administration and the students should not dismiss this option hastily.**
  - 6) If the administration adopts a Fall Break, it should do so for a trial period. Faculty and administrators should communicate about the best ways to handle its consequences, and the results should be carefully monitored. In particular, the experiment should be terminated if large numbers of students were to unofficially expand a two-day break into a full week break, parallel to that in Spring, resulting in a reduction of effective class days and a disruption of teaching and learning.**
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