

To: The University Senate
From: Educational Policy Committee and Faculty Affairs Committee
Subject: Addition of a Winter Session to the Academic Calendar

- Reference:**
1. Academic Regulation on Academic Calendar:
<https://catalog.purdue.edu/content.php?catoid=13&navoid=15965#academic-year-and-calendar>
 2. Winter Flex Proposal:
<https://www.purdue.edu/provost/about/provostInitiatives/winter/>.
 3. Proposal for Purdue 4-Week January Term, March 15, 2021:
<https://www.purdue.edu/provost/documents/cwc-j-term.pdf>
 4. Senate Document 20-43, “Proposal to Introduce 4-Week January Term to Academic Calendar”
<https://www.purdue.edu/senate/documents/meetings/2021-04-19-minutes.pdf>
 5. Results Fall 2021 survey on WinterFlex:
 - a. Faculty results
 - b. Undergraduate student results
 - c. Graduate student results

Disposition: University Senate for Discussion and Adoption

Rationale: As proposed by the academic Deans and the January term working group, a winter session held over the winter break between fall and spring terms could expand educational opportunities to students at Purdue University. This term would provide instructors an opportunity to develop creative, innovative academic experiences.

The working group proposed a January term in March 2021 to EPC, who brought it for comment to the University Senate. The Senate expressed numerous concerns about the January term proposal, and SD 20-43 was modified to encourage continued study of the matter, rather than endorsing the existing J-term proposal. The motion carried with a vote of 69 in favor, 17 against, 2 abstentions.

The working group received the feedback, vote and reconsidered its proposal. In Fall 2022, the working group provided a new proposal

for a Winter Session that would be 4 weeks and entail shifting the spring term back one week [2]. The working group articulated how it has thereby addressed concerns from the January Term proposal [3]. They then conducted surveys of faculty, undergraduate and graduate students on this revised proposal [5].

However, based on the revised proposal, the survey feedback, and additional administrative consideration related to maintaining current academic pay, the working group now proposes a 3-week winter session with no other changes to the currently existing academic calendar. This winter term would start as soon as possible, even if the offerings begin small. If approved by the Senate, the first offering would be in winter 2022-23, limited to study abroad offerings, to give time to establish the infrastructure for offering asynchronous online offerings in winter 2023-24.

Modification of the Academic Calendar is the purview of the University Senate. The votes by Educational Policy Committee and the Faculty Affairs Committee represent the agreement to bring this proposal to the University Senate for a full discussion and vote.

Proposal:

The University Senate endorses the proposal to create a new, three-week winter session for the West Lafayette campus. Winter session will take place for three weeks in December and January between the fall and spring semesters. The remainder of the academic calendar remains in place as is currently.

Key elements of a Winter session will include:

1. The Winter session will offer opportunities for students to take asynchronous online courses and to participate in Study Abroad, activities that can be conducted flexibly in the three weeks between the fall and the spring semesters. No on-campus instruction will take place during winter session and students will not return to campus for winter session.
2. No student will be admitted and be able to begin their academic enrollment during a winter session nor will any student be able to receive a degree conferral during this term.
3. Students would be limited to 3 credits during a winter session.
4. Teaching in winter session would be deemed optional, and no instructors or graduate students would be pressured into offering courses during this time.
5. Winter session shall not be used as a substitute term for required instruction in the fall and spring semesters.
6. The winter session term will officially recognize the Christmas and New Year's holidays as non-instructional days.
7. Winter session would be first offered in December 2022/January 2023 with only study abroad offered. The winter

session would expand to include online asynchronous academic courses in subsequent academic years.

8. Winter session shall not affect the employment structure of academic year faculty and staff. Instruction and support of instruction during winter session shall be compensated as overload following the same model as summer sessions.
9. Winter session would involve no change in faculty and graduate student compensation for those who do not participate; those who do teach in or support the winter session would be compensated as overload following the same model as summer sessions. Those who are not on contract during the winter session but teach and support it would be compensated.
10. Winter session would require some staff to work during the winter closure to support students. ITaP, Financial Aid, Registrar, Advising, Finance and others would need to plan for staffing during this time. However, students would not be on campus, so physical in-person services would not need to be provided. Appropriate compensation would be provided for those supporting Winter session and who are not on contract during that time.

The winter term is established for the West Lafayette campus. The regional campus senates would be free to determine whether a similarly-structured winter session is appropriate for their campus.

| Existing language | New language |
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| <p>3. The first semester shall begin on either the third or fourth Monday of August, be in recess Monday and Tuesday of the eighth week, and Wednesday, Thursday, Friday, and Saturday of Thanksgiving week, and classes will end on the 17th following Saturday, which shall not occur after the 20th day of December. The second semester shall begin on either the first or second Monday of January, which shall not occur prior to the seventh day of January, be in recess during the tenth week, and end on the 17th following Saturday (University Senate Document 96-4, February 17, 1997).</p> <p>4. The summer session shall begin on the next Monday following the</p> | <p>3. The first semester shall begin on either the third or fourth Monday of August, be in recess Monday and Tuesday of the eighth week, and Wednesday, Thursday, Friday, and Saturday of Thanksgiving week, and classes will end on the 17th following Saturday, which shall not occur after the 20th day of December. The second semester shall begin on either the first or second Monday of January, which shall not occur prior to the seventh day of January, be in recess during the tenth week, and end on the 17th following Saturday (University Senate Document 96-4, February 17, 1997).</p> <p>4. The winter session shall begin on the next Monday following the end</p> |

spring commencement and will be comprised of one 4-week and one 8-week, or two 6-week module(s) or other configurations as approved by the Provost Office. Courses may be scheduled during any one or any combination of modules throughout the 12-week period. There shall be no classes on Memorial Day, the last Monday in May, or on July 4, nor on the nearest class day when July 4 is not a regular class day. (University Senate Document 96-4, February 17, 1997).

5. Faculty shall enter grades as completed, but no later than 5 p.m. on the second working day after the end of the respective academic semester/session.
6. Commencement will be held as follows: First Semester: first Sunday following the end of the first semester; Second Semester: next subsequent weekend after the end of the second semester; Summer Session: first Saturday following the end of the last summer module.
7. The faculties at regional campuses shall be free to establish their own calendar dates.

of the fall semester and will be comprised of one 3-week term. No on-campus instruction will be provided. There shall be no classes on Christmas Day, December 25, or on New Year's Day, January 1, nor on the nearest class day when December 25 or January 1 are not a regular class day. (University Senate Document 96-4, February 17, 1997).

5. The summer session shall begin on the next Monday following the spring commencement and will be comprised of one 4-week and one 8-week, or two 6-week module(s) or other configurations as approved by the Provost Office. Courses may be scheduled during any one or any combination of modules throughout the 12-week period. There shall be no classes on Memorial Day, the last Monday in May, or on July 4, nor on the nearest class day when July 4 is not a regular class day. (University Senate Document 96-4, February 17, 1997).
6. Faculty shall enter grades as completed, but no later than 5 p.m. on the second working day after the end of the respective academic semester/session.
7. Commencement will be held as follows: First Semester: first Sunday following the end of the first semester; Second Semester: next subsequent weekend after the end of the second semester; Summer Session: first Saturday following the end of the last summer module. No commencement will occur with the winter session.

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| | 8. The faculties at regional campuses shall be free to establish their own calendar dates. |
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B. Final Examinations

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| <p>1. In regular semesters, the final examination period shall consist of six scheduled days comprising the 16th week of the semester. The two-hour class meetings during the six days of the final examination period will be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar as, at most, 30 two-hour periods (five periods per day, including evenings). Upon request, a single coursewide examination will be scheduled for any course. In the summer session, the final examination schedule shall be appropriately scaled to meet the demand. It shall be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar in, at most, 12 two-hour periods on the last three days of the session (four periods per day, excluding evenings).</p> <p>3. Two weeks after the beginning of any regular semester and one week after the beginning of the summer session, schedule deputies shall inform the Office of the Registrar of the courses requiring coursewide examinations. It will be the responsibility of the department head or, where appropriate, the school head to inform the Office of the Registrar which courses within the department or school will not need a meeting. A schedule implementing Section B will then be developed by the Office of the Registrar in consultation with the Educational Policy Committee. Guiding principles include [etc.]</p> | <p>1. In regular semesters, the final examination period shall consist of six scheduled days comprising the 16th week of the semester. The two-hour class meetings during the six days of the final examination period will be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar as, at most, 30 two-hour periods (five periods per day, including evenings). Upon request, a single coursewide examination will be scheduled for any course. In the summer and winter sessions, the final examination schedule shall be appropriately scaled to meet the demand. It shall be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar in, at most, 12 two-hour periods on the last three days of the session (four periods per day, excluding evenings).</p> <p>3. Two weeks after the beginning of any regular semester and one week after the beginning of the summer or winter session, schedule deputies shall inform the Office of the Registrar of the courses requiring coursewide examinations. It will be the responsibility of the department head or, where appropriate, the school head to inform the Office of the Registrar which courses within the department or school will not need a meeting. A schedule implementing Section B will then be developed by the Office of the Registrar in consultation with the Educational Policy Committee. Guiding principles include [etc.]</p> |
| 8. The final examination period is intended for the end-of-semester examination. No examination or quiz may | 8. The final examination period is intended for the end-of-semester examination. No examination or quiz may |

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| <p>be given during the week (three days in summer session) preceding the final examination period of the semester (examinations for laboratory, intensive, or minicourses excluded). It will be the responsibility of the department head or, where appropriate, the school head to ensure that none of the departmental or school faculty use the week (three days in summer session) preceding the final examination period to administer an examination.</p> | <p>be given during the week (three days in summer) preceding the final examination period of the semester (examinations for laboratory, intensive, or minicourses, excluded). It will be the responsibility of the department head or, where appropriate, the school head to ensure that none of the departmental or school faculty use the week (three days in summer session) preceding the final examination period to administer an examination. Because winter session is intended to be intensive there will be no limitations concerning examination or quiz dates.</p> |
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C. Summer or Winter Sessions Work

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| <p>C. Summer Sessions Work Regular work offered in the summer sessions shall be equivalent in method, content, and credit value to the work of the academic year, regular class and laboratory periods being increased proportionately.</p> | <p>C. Summer or Winter Sessions Work Regular work offered in the summer or winter sessions shall be equivalent in method, content, and credit value to the work of the academic year, regular class and laboratory periods being increased proportionately.</p> |
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Committee Votes Educational Policy:

For:

Faculty

Thomas Siegmund
Alice Pawley
Thomas Brush
Jennifer Freeman
Eric Kvam
Erik Otárola-Castillo
Vanessa Quinn
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Against:

N/A

Abstained:

Absent:

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Todor Cooklev
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Ex-Officio

Present, but non-voting members:

Jaelyn Palm

Committee Votes Faculty Affairs:

For:

Faculty

Min Chen
Edward A. Fox
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Jozef Kokini
Lata Krishnan
Angeline Lyon
Brian Richert
John Springer
Steve Yaninek

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Peter Hollenbeck

Against:

N/A

Abstained:

Absent:

Faculty

Charles Bouman
Stephen Hooser
Eric Waltenburg

Advisors

Lisa Mauer