

Attachment 2

MEMORANDUM

TO: Dr. Brandon Kliewer, Faculty Senate Academic Affairs Co-Chair
Dr. Andrew Bennett, Faculty Senate Academic Affairs Co-Chair

FROM: [University Calendar Committee \(3035\)](#)

Dr. Kelley Brundage, University Registrar – Chair of University Calendar Committee
Committee: Tanya McGee (FS Rep), Jo Maseberg-Tomlinson (FS Rep), Amy Rosine Underwood (FS Faculty Rep), Deanna Retzlaff (FS Faculty Rep), Wendy Matlock (FS Faculty Rep), Caleb Stout (Manhattan SGA President), Jessica Brinkley (Manhattan SGA Vice-President), Cassy Girard (Salina SGA President), Roxanna Linares (Salina SGA Vice-President), Sara Morgan (Graduate Student Council).

CC: Dr. Karen Goos, VP of Enrollment Management
Dr. Tanya Gonzalez, Associate Provost for Academic Affairs
Candace LaBerge, Office Specialist II – Faculty Senate AAC and Faculty Senate

DATE: March 8, 2024

TOPIC: Recommendation for a Fall Semester University-Wide Wildcat Pause Day

The resolution from the Manhattan Student Government Association, the [SGA comprehensive plan](#), the [Next-Gen K-State strategic plan](#), and the [Health Promoting University](#) initiative agree on the desire to promote student well-being and create a lasting impact on students and the university. Furthermore, the [JED Campus Initiatives Survey](#) showed that K-State students mirror national emotional well-being data. The need for SGA and the HPU Co-Chairs is that students and faculty need to have this day and be more aware of the mental health services here at K-State.

The Kansas State University Student Governing Association (KSU SGA) recommends that Kansas State University implement an annual Wildcat Pause Day during the Fall semester on the Monday or Friday of weeks 7, 8, or 9, ensuring it does not coincide with major academic or administrative events to minimize disrupting academic schedules.

RECOMMENDATION:

The University Calendar Committee would like to acknowledge that Veteran’s Day is always November 11th and has not been a traditionally observed university holiday. However, Wildcat Pause Day intends to acknowledge the health and well-being of all students, including recognizing the health and well-being of our military-affiliated students, faculty, and staff.

Based on the course data and information below, the University Calendar Committee recommends considering Wildcat Pause Day on a Friday, which has 308 fewer course sections than a Monday offering. Specifically, **the committee recommends that effective Fall 2024 forward, the Fall Wildcat Pause Day will be held on the Friday of the 7th Week of Classes in a Fall semester.**

KBOR POLICY:

[Chapter II, Section A.1: Academic Calendar](#)

KBOR requires 146 instructional days during the academic year, and K-State currently has 148 instructional days and 74 days each semester.

- 146 days / 2 semesters (fall/spring) = 73 days + 5 exam days = 78 instructional days are required per semester
- K-State currently has 148 days / 2 semesters = 74 days + 5 exams days = 79 instructional days per semester

Based on the math, K-State only has one cushion day to recommend per semester (in theory) as an option for a pause day or day off. The Fall semester schedule for K-State looks as follows {per the KBOR Approved FA24 through SU28 Academic Calendar}

<u>Fall</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Classes Begin	Aug 19 (M)	Aug 25 (M)	Aug 24 (M)	Aug 23 (M)
Classes End	Dec 6 (F)	Dec 12 (F)	Dec 11 (F)	Dec 10 (F)
Total Instructional Days	74	74	74	74
Exams Begin	Dec 9 (M)	Dec 15 (M)	Dec 14 (M)	Dec 13 (M)
Exams End	Dec 13 (F)	Dec 19 (F)	Dec 18 (F)	Dec 17 (F)
Total Exam Days	5	5	5	5
Fall Break	Nov 24 – Dec 1 (N-N)	Nov 23-29 (N-N)	Nov 22-28 (N-N)	Nov 21-27 (N-N)
Thanksgiving Break	Nov 28-29 (U-F)	Nov 27-28 (U-F)	Nov 26-27 (U-F)	Nov 25-26 (U-F)
Universities are closed to observe Labor Day, Monday, September 2, 2024 Veteran’s Day for Fall 2024 is Monday, November 11, 2024, but it is NOT an observed university holiday.				

DATA AND INFORMATION:

The information below is connected to Fall 2024 data/examples for visuals only and approximates the average Fall semester course options and start/end date patterns.

A PDF of the August 2024 through December 2024 calendar has been provided (see PDF: [Pause Day View – August – December 2024](#)) to view high-level deadlines throughout the semester and what falls around the three proposed options.

Fall 2024 Course Sections with a Monday Offering, as of Wednesday, February 27, 2024:

There are 1,365 Unique Sections (some sections may have multiple patterns)

Monday Sections					
Class Status	Distance/Online	Guided Study	Hybrid/Blended	In Person	Grand Total
ACTIVE	26	6	33	1,283	1,348
CANCELLED				1	1
STOP FURTHER ENROLL				11	11
TENTATIVE				5	5
Grand Total	26	6	33	1,300	1,365

Fall 2024 Course Sections with a Friday Offering, as of Wednesday, February 27, 2024:

There are 1,057 Unique Sections (some sections may have multiple patterns)

Friday Sections					
Class Status	Distance/Online	Guided Study	Hybrid/Blended	In Person	Grand Total
ACTIVE	6	4	24	1,010	1,044
STOP FURTHER ENROLL				11	11
TENTATIVE				2	2
Grand Total	6	4	24	1,023	1,057

Option #1: Week 7

Wildcat Pause Day on Friday, October 4, 2024, the Friday of the 7th Week of Classes in the Fall Semester.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Week #7	30	1	2	3	4	5
41	30	42	31	43	32	44
	33	45	34	46		47

- Per the Committee SGA representatives, the original conversation was to hold the Wildcat Pause Day as early as possible in October.
 - Week 7 is right before the mid-term section of the semester, which would also ensure that there are at least six weeks before the full Fall Break – Thanksgiving Week, which is always the 4th Thursday of November.

Option #2: Week 8

Wildcat Pause Day on Friday, October 11, 2024, the Friday of the 8th Week of Classes in the Fall Semester.

6 Week #8	7	8	9	10	11	12
48	35	49	36	50	37	51
	38	52	39	53		54

- Week 8 is the halfway mark of the semester and has a higher chance of planned mid-term items being due.
 - This option would allow for at least five weeks before the Fall Break – Thanksgiving Week

Title IV Financial Aid Item of Note:

16-week semester	
8-week module	8-week module

If a student has an enrollment that fits the above pattern, classes in the entire semester, a class in the 1st eight weeks, and a class in the 2nd eight weeks.

Example: student has four courses in the fall semester: 2 courses running for the full 16 weeks, one course in the 1st 8-week session, and one course in the 2nd 8-week session/module. The student needs to drop/withdraw from all the semester courses, including the 8-week session/module courses. Because Wildcat Pause Day was during week eight and is scheduled for the last Friday of the 8-week course, that Friday must be excluded from the completion count.

With the exclusion of that Friday, financial aid would likely not be able to satisfy one of the R2T4 (return to Title IV) exemptions. The exemption of a student completing at least 49% of the semester. This would mean that even though the student is enrolled in the 1st 8-week session/module, K-State would still need to consider the student withdrawn and do an R2T4 (i.e., return federal student aid).

Option #3: Week 9

Wildcat Pause Day on Friday, October 18, 2024, continues from Fall 2024 to the Friday of the 9th Week of Classes in the Fall Semester.

13 Week #9	14 Columbus Day	15	16	17	18	19
55	40	56	41	57	42	58
	43	59	44	60		61

- Week 9 is closer to November, and as mentioned in Option #1 (Week 7), it would be a difference of 4 weeks before the Full Fall Break – Thanksgiving Week. Giving.
 - After the Fall Break, there are typically only 2-3 weeks left in the Fall Semester

Constituent Feedback:

- From an academic lens, the 7th week is best option for several reasons.
- I do think this pause date is a really good idea. From what I've seen the last four semesters here, students are struggling with not having a fall break. My feedback would be to say one of the earlier dates is better. And I do think it's something we should incorporate, even though I do see the tentative problems or drawbacks.
- As a former member of the KSU Faculty Senate Calendar committee, a co-chair of Faculty Affairs and senator on this committee for 6 years, a member of the former University Climate Committee. and a dedicated faculty for almost 30 years at K-State, I want to thank you for this opportunity to provide feedback.

We have previously analyzed, with student governance senators, the pros and cons of shortening the 'Thanksgiving' week fall break in favor of a fall 'pause' day. The results at that time clearly showed – both in surveys and in class experiences – that attendance suffers dramatically with this additional day in lieu of having a full week off for the traditional fall break.

Also, international students who like to travel home during the Thanksgiving week are unable to do so because of a shorter timeline that week. This is not fair to them. To replace that full fall week off also disadvantages out of state students who need a 'travel home' break during the full week off.

I cannot express how strongly I oppose changing the schedule in a way that shortens the 'Thanksgiving' full week off.

- Salina campus is already considering canceling classes one day each semester for other purposes. Having the university mandate a day off the regular 16-week schedule reduces flexibility for our campus to do our own programming. I'm not sure if other colleges feel the same way.
- As Faculty Senate President, I can't support this proposal at this time without first bringing it to the Faculty Senate Body. I went through the list of names on this memo and did not recognize anyone from Faculty Senate. This was discussed at length in Faculty Senate in recent years and many felt that this would actually do more harm than good. It has been pointed out that there is no data that has been brought forward where this day off is beneficial to student mental health. Overall, this decision seems as though it is being pushed for a rushed decision.
- In discussing this with many veteran's on campus, the strong consensus is to go ahead and COMBINE this with Veteran's Day. Veteran's especially deal with many of the issues being addressed and combining the days at least get recognition for a traditional Federal Holiday recognizing our vets.
- Do I agree that a break is needed in October? Yes. It is a significant amount of consecutive days without a respite from classes.
 - Yes, I agree that a break would be beneficial to the well-being and success of the student.
 - Eliminating our 1 day of cushion to our academic calendar is concerning, and leaves us potentially in a place no student would want to be - making up a day of coursework.
 - I feel further thought should be explored on returning to our old schedule of 2 days off in October, which in my opinion would provide a greater rest & well-being break that is being sought, and Thanksgiving break consist of Wednesday through Friday.
 - While my overall vote is no, I am supportive of the concept just not as proposed. More work needs to be done there.

SUPPLEMENTAL

- Given the feedback that I received from faculty in my college, I would vote NO for the Wildcat Pause Day. Reasoning: K-State had a fall break (2 days; Monday and Tuesday in October) and the SGA requested to move those days to the week of Thanksgiving (giving the current full week off at Thanksgiving).

Because the Wildcat Pause Day would be an instruction free day, faculty feel that the students would push back if the instruction planned for that day was added in an online or other format (then it really isn't a break, it is just pushing the material online).

Concerns were raised over a snow day. Although this is a separate issue, faculty have asked for clarification on moving instruction online for snow days (or does the cancelling of classes mean no instruction).

Another point brought up is that mental health is important everyday (as is physical activity and nutrition), and advisors and faculty should be encouraging students from the beginning of the semester to learn to manage their time and utilize resources offered on-campus (such as academic coaching for time management and other success skills).

Not all faculty were opposed. However, one faculty member (who had planned to vote in favor of the day) asked a student how he felt and he said he was opposed as he pays a lot of money to go to school and another day off would water it down. I was asked if the student body had voted on this topic, or if it was just a vote within SGA. I did not have an answer.

From the College of Agriculture:

- Yes, agree = 7 (+3 maybe below)
- No, disagree (would not approve) = 1
- 2 Yes if on Friday only
- 1 Yes if Tuesday or Thursday only
- 1: go back to the old two days off in October and only Wed and Friday off for Thanksgiving

From the School of Music, Theatre, and Dance:

- Music, Theatre and Dance already has productions scheduled for F24. October 4 would overlap with one of those productions, so if the committee could consider October 11 or 18 that would help us with having to reschedule a large production. This is quite a task for Ben Stark and MTD and we would appreciate consideration of this request.

SUPPLEMENTAL

From: academicaffairs@listserv.ksu.edu on behalf of [Candace LaBerge](#)
To: academicaffairs@listserv.ksu.edu
Subject: [ACADEMICAFFAIRS] Fwd: FSAAC Agenda Item: From the UACC regarding University-Wide Fall Semester Wildcat Pause Day
Date: Friday, March 8, 2024 5:52:24 PM
Attachments: [MEMO - Fall Semester Wildcat Pause Day.pdf](#)
[R23-24-50.pdf](#)
[MEMO - Fall Semester Wildcat Pause Day.docx](#)
[F2022-S2025_KBOR_Updated_03082024.pdf](#)

Good evening, all!

Please see the email and attached documents from the University Calendar Committee.

Even though the meeting Wednesday is for course and curriculum, this will be added to the discussion.

Thank you and have a great weekend!

Candace LaBerge

Get [Outlook for Android](#)

From: Kelley Brundage <kbrundage@ksu.edu>
Sent: Friday, March 8, 2024 4:34:08 PM
To: Brandon Kliewer <bkliewer@ksu.edu>; Andrew Bennett <bennett@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>
Cc: Amy Rosine Underwood <arosine@ksu.edu>; Cassy Girard <cgirard@ksu.edu>; Jessica Binckley <binckleyj@ksu.edu>; Tanya McGee <tanyap@ksu.edu>; Sarah Morgan <sjmorgan@ksu.edu>; Wendy Matlock <wmatlock@ksu.edu>; Karen Goos <goos@ksu.edu>; Tanya Gonzalez <tgonzale@ksu.edu>; Anna Coke <acoke@ksu.edu>; Michael Crow <mcrow@ksu.edu>; Robert Gamez <audi@ksu.edu>; Stuart Larson <stuart5@ksu.edu>; Marisa Stahl <stahlmarisa@ksu.edu>; Carrie Fink <cafink@ksu.edu>; Kevin Cook <kcook@ksu.edu>; Jo Maseberg-Tomlinson <jam4545@ksu.edu>; Deanna Retzlaff <retzlaff@ksu.edu>; Caleb Stout <castout@ksu.edu>; Roxana Linares <rmlinares@ksu.edu>; Anna Coke <acoke@ksu.edu>
Subject: FSAAC Agenda Item: From the UACC regarding University-Wide Fall Semester Wildcat Pause Day

Interim Provost Mercer charged the University Calendar Committee with developing a recommendation for a University-Wide Fall Semester Wildcat Pause Day starting with the Fall 2024 semester forward, based on the SGA R23-24-50 resolution (see attached PDF).

I have attached the proposal (PDF and Word format) that the Calendar committee voted on, along with the updated KBOR Calendar submission (the F2022-S2025 KBOR Updated 03082024 PDF submission format). The recommendation should go to Faculty Senate Academic Affairs for affirmation/endorsement consideration and then to Faculty Senate, returning to the Provost for final review and approval before requesting approval from the Kansas Board of Regents.

The request from the committee is to place this on the next FSAAC on Wednesday, March 13, 2024, for the introduction and discussion, knowing it typically goes to a 2nd meeting, which would be Tuesday, April 16, 2024, for consideration and affirmation/endorsement before moving to Faculty

SUPPLEMENTAL

Senate on Tuesday, May 14, 2024, for the introduction and discussion/endorsement, and if needed a 2nd meeting on Tuesday, June 11th for consideration and affirmation/endorsement.

Please let me know if you have any questions or need anything further.

Kelley Brundage, Ed.D.

University Registrar

118 Anderson Hall

919 Mid-Campus Drive North

Manhattan, KS 66506

785-532-6254

kbrundage@ksu.edu

***Confidentiality Notice: This electronic mail transmission and any accompanying information may contain confidential information that may be considered privileged and/or may be protected by law. This information is intended only for use by the individual to whom this electronic message was sent, as indicated above. If you are not the intended recipient, any disclosure, copying, distribution, or action taken in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please contact me and delete the message.*

In accordance with the Family Educational Rights and Privacy Act of 1974, any educational record information shared in this communication may not be re-released to a third party without the express written consent of the student(s) involved.