



ACADEMIC CALENDAR COMMITTEE MEETING

NOTES

Friday, September 11, 2020

3:00 – 4:30 PM

Zoom- <https://cccconfer.zoom.us/j/95441560210>

Members:

VC Student & Institutional Success  
President, Academic Senate-GC  
President, Academic Senate-CC  
Vice President, Academic Affairs-GC  
Vice President, Instruction-CC  
Vice President, Student Services-GC  
Vice President, Student Services-CC  
Dean, Counseling Services-GC  
Dean, Counseling-CC (also AA rep)  
Instructional Operations Supervisor-GC  
Instructional Operations Supervisor-CC  
AFT representative  
CSEA representative  
Classified Senate representative-GC  
Classified Senate representative-GC  
Student rep, Assoc. Students-GC  
Student rep, Assoc. Students-CC

Sean Hancock   
Denise Schulmeyer   
Manuel Mancillas-Gomez   
Marshall Fulbright   
Pat Setzer   
Marsha Gable   
Jessica Robinson   
Martha Clavelle   
Nicole Jones   
Marsha Raybourn   
Julie Kahler   
Jim Mahler   
Patty Sparks   
Natalija Worrell   
Lisa Lundgren   
Kaelin Mastronardi   
Kristie Macogay

Other participants:

Dean of A&R and Financial Aid-GC  
Dean of A&R-CC  
Director Financial Aid-GC  
A&R Supervisor-GC  
Evaluations Advisor-GC  
A&R Specialist-CC  
A&R Specialist, Sr.-CC  
Master Class Scheduler-GC  
Master Class Scheduler-CC  
Counselor, Chair-GC  
Counselor, Chair-CC  
Counseling & Assess. Supervisor-CC  
Director, Enterprise Systems  
Business Analyst/IT  
Note taker  
Guest: Student Senate Region X

Aaron Starck   
Gregory Vega   
Michael Copenhaver   
Wayne Branker   
Olivia Krausie   
Debbie Ayers   
Vanessa Saenz   
Kelly Jackson   
Reyna Torriente   
Gary Johnson   
Raad Jerjis   
Brianna Cuellar   
Michael Carr   
Laura Murphey   
Myra Lomahan   
Cadence Dobias

Discussion Items	Action and Follow-Up
A. Welcome and Introductions	Sean welcomed the members and participants of the committee.
B. Charge: To develop the annual academic calendar for review by Student and Institutional Success Council and approval by the Governing Board.	Sean read the Academic Calendar Committee charge and reviewed today's agenda.
C. Review Academic Calendar <ul style="list-style-type: none"> <li><a href="#">2021-2022</a></li> <li><a href="#">2022-2023</a></li> </ul>	The academic calendar were emailed last week in advance for members and participants to review.
D. Calendar Discussion <ul style="list-style-type: none"> <li>Assembly Bill 963 Student Civic and Voter Empowerment</li> <li>Veterans Day in 2021</li> <li>Intersession length in both calendars</li> <li>Saturdays – Should we add a Monday</li> </ul>	<ul style="list-style-type: none"> <li>Assembly Bill 963 Student Civic and Voter Empowerment               <ul style="list-style-type: none"> <li>Discussed in other venues to increase civic engagement and communicate voting and election related dates and information</li> <li>Links for students to register to vote are posted on WebAdvisor in two different places</li> <li>Sean will be working with VPs and CIOs to draft communication to inform and encourage student voter participation</li> <li>Cuyamaca added election and voting dates <a href="#">here</a>,</li> <li>Grossmont will add on their website too</li> <li>Action: Add on academic calendar the National Voter Registration Day – Fourth Tuesday in September</li> </ul> </li> </ul>

instead of counting the last Saturdays as a day?

- Registration start date for summer
- Timeline
  - Meeting #2 – Sept 25
  - SISC Meeting – Sept 28
  - Chancellor's Cabinet & DEC Meeting – Oct 5
  - Governing Board – Oct 13

- Veterans Day in 2021
  - State Chancellor's Office sends a list of legally mandated holidays
  - Back in 2009, the Governing Board pulled the academic calendar so that Veterans Day can be observed on November 11th
  - We are a VA friendly college
  - After discussion of possibly moving the observance of Veterans Days, it was agreed that Veterans Day will be observed on Thursday, November 11, 2021
  - We will have to determine whether we add minutes to Thursday classes or count two Saturdays as part of the instructional year (12/4/21 and 5/21/22)
  - Either determination will put faculty in a bad position
  - With Veterans Day on a Thursday, we only have 14 Thursdays for 2021-22
  - In the past minutes on Thursday classes or other days were added depending on where the holiday would fall
    - On chat, by Reyna, she noted that for 3, 4, and 5 unit lecture classes, we would need to add 5 minutes per meeting and 6 unit lecture would have to add 10 minutes for full term TTh classes.
    - Reyna also noted that for 3 unit lecture or one unit lab that meet only on Thursday, would get 15 minutes added
  - Labs are usually held on Thursdays and adding minutes would make the schedule late
  - The option of adding two additional days to the end of the Fall 2021 Term, and including a Saturday, we could make up for the Veteran's Day holiday without having to add minutes to all classes (however, Thursday only classes would still be impacted)
- Intersession length in both calendars
  - The draft calendar for both 2021-22 and 2022-23 show a 3-week intersession and some felt that it was too short/fast for faculty to teach the content and students to learn the information
  - Some also felt that 3-week intersession is more than enough time since these courses are selected carefully and usually are requirements for transfer
  - A&R receives a handful of petitions when it's a 3-week intersession
  - It was advised that students do not take more than one class during intersession however our systems allows them to enroll in more than one
  - Intersession doesn't count toward faculty load
  - Action: Sean to request retention and success rates on intersession, 3-week vs 4-week and whether a student has one and one or more classes.
  - We have to consider where spring break falls when we consider a 3-week or 4-week intersession.
    - We don't want the classes to break in between spring break rather a clean break
      - It's recommended that we maintain spring break after the 8-week session
    - Complaints in the past regarding spring break not aligning with other districts
  - Action: It was recommended to draft an academic calendar with a 4-week intersession to see where we would start and end spring semester
- Saturdays – Should we add a Monday instead of counting the last Saturdays as a day?
  - If we count Monday and Tuesday, this pushes finals to December 20<sup>th</sup> and 21<sup>st</sup> with grades due during the holidays and close to the end of the year
  - This doesn't allow for extra administrative clean up or tasks
  - It seems feasible to add Monday and Tuesday rather than the Saturdays though doesn't help with the Thursday only courses
  - Action: Julie/Marsha (instructional operations) will verify how this would look if we add two additional days and push out finals
- Registration start date for summer
  - The summer registration date should be changed to 4/21
  - It was recommended we should be consistent with registration dates, for example, 5- weeks prior to fall start and 4-weeks prior to summer start
  - Action: Laura, Lisa, Vanessa, Greg, Wayne, and counseling who are dealing with registration can provide feedback on how much time is needed to determine the consistent dates

	<ul style="list-style-type: none"> <li>• Other calendar discussions:             <ul style="list-style-type: none"> <li>○ There is never a perfect calendar and there are many important factors</li> <li>○ It helps to start later than earlier to capture more enrollment which may help with FTES</li> <li>○ It was recommended that the note under "number of instructional day" show the actual total of 173 days, remove asterisks, and add the two Saturdays to reflect 175 total</li> <li>○ Sean noted that Chancellor's Cabinet suggested we keep the 4/10 schedule on the calendars and it will be reconsidered for the 2022-23 calendar</li> <li>○ Discussion evolved in starting the 2021 fall semester on a Thursday to help with the two Thursdays (due to holidays)                 <ul style="list-style-type: none"> <li>▪ Student Services said they can help market and remind students that we are starting mid-week</li> <li>▪ Jim mentioned that we would have to start on a Wednesday not Thursday since we are not on a compressed calendar, it might not give enough due to flex days</li> <li>▪ <b>Action: Sean to get feedback from Chancellor's Cabinet if we would consider starting the semester on a Thursday</b></li> </ul> </li> <li>○ Laura Murphey provided a report on section count for Fall 2019                 <table border="1" data-bbox="602 680 1507 779"> <thead> <tr> <th></th> <th>Cuyamaca</th> <th>Grossmont</th> </tr> </thead> <tbody> <tr> <td>Thursday only</td> <td>85</td> <td>121</td> </tr> <tr> <td>Friday only</td> <td>113</td> <td>211</td> </tr> </tbody> </table> </li> </ul> </li> <li>• Timeline             <ul style="list-style-type: none"> <li>○ Sean reviewed the timeline and it was recommended by Academic Senate to push the dates for Governing Board approval to November for extra time to confer with faculty                 <ul style="list-style-type: none"> <li>▪ Governing Board meeting is scheduled on November 10th</li> </ul> </li> <li>○ <b>Action: For next meeting, we need to have a thorough understanding of the impact of decisions made to the academic calendar based on the items below.</b> <ol style="list-style-type: none"> <li>1. Starting the semester on a Thursday</li> <li>2. Moving the semester a week (to a later start)</li> <li>3. Intersession 3-weeks or 4-weeks</li> <li>4. Adding the two days and pushing finals into the following week (with grades due right at the end of the year)</li> <li>5. Impact of adding minutes to Thursday only classes</li> </ol> </li> </ul> </li> </ul>		Cuyamaca	Grossmont	Thursday only	85	121	Friday only	113	211
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E. Next Meeting Schedule	Friday, September 25, 2020 at 11:00-12:30 PM Via Zoom									