

ACADEMIC CALENDAR COMMITTEE

DRAFT GUIDING PRINCIPLES

The Academic Calendar Committee develops the annual academic calendar for review by Student and Institutional Success Council and approval by the Governing Board.

Dr. Marshall Fulbright III, Vice President Academic Affairs, Grossmont College and Dr. Jessica Robinson, Vice President Student Services, Cuyamaca College, Co-Chairs for year 2020-21, initiated a Guiding Principles Subcommittee with an intent to develop guiding principles for future development of academic calendars that would be helpful to the institution. The subcommittee consists of member representatives from the Academic Calendar Committee.

Guiding Principles

- The academic calendar will be developed with a student-centered mind based on maximized learning experiences, instructional and equitable approaches.
- Thanksgiving week is usually an instructional week but could be in recess due to factors such as the minimum number of required instructional days and when holidays occur.
- Highly recommend not to disrupt courses with a break a week or two before finals.
- Spring Break shall be scheduled between the first and second eight-week sessions and with an effort to align with surrounding school districts.
- Winter intersession should be 4-weeks.
- Veterans Day shall be observed on November 11 per Educational Code Section 79020 and AP 4010. If November 11 falls on Saturday, we would observe on Friday and if it falls on Sunday, we would observe on Monday.
- When possible, the fall semester will begin the third week of August.
- Fall instructor grade deadline could be scheduled as late as two days prior to Christmas (by Dec. 23).
 - The other instructor grade deadlines are set at four work days from the end of the semester or session as applicable, normally this falls on the Thursday of the following week
- Voting Dates must be added to the academic calendar per AB 963 Student Civic and Voter Empowerment Act.
- The summer schedule will be based on if we continue 4/10 summer schedule.
- Ensure that the calendar reflects the appropriate number of instructional days (minimum 175 a year) and that meeting days are an appropriate number to optimize both teaching and student learning.
- When possible, fall registration dates to begin as early as the first week of June for instructional faculty to be available and answer questions from students.
- When possible, the academic calendar will align the summer schedule with our local feeder high school graduation dates.
- Documents and materials needed:
 - Two year calendar for official layout and design of the academic calendars
 - Legally mandated holiday memorandum from the State Chancellor's office
 - List of GCCCD holidays per the CSEA (9.11) and Administrator's Association (chapter 6) unit contracts
 - Student Attendance Accounting Manual Addendum concerning Academic Calendars, Course Scheduling, and related topics