



## ACADEMIC CALENDAR COMMITTEE MEETING

# NOTES

Monday, April 26, 2021

1:00 PM – 2:00 PM

Zoom- <https://cccconfer.zoom.us/j/98930645402>

### Members:

VC Student & Institutional Success	Vacant	<input type="checkbox"/>
President, Academic Senate-GC	Denise Schulmeyer	<input checked="" type="checkbox"/>
President, Academic Senate-CC	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>
Vice President, Academic Affairs-GC	Marshall Fulbright	<input checked="" type="checkbox"/>
Interim Vice President, Instruction-CC	Alicia Munoz	<input checked="" type="checkbox"/>
Interim Vice President, Student Services-GC	Aaron Starck	<input type="checkbox"/>
Vice President, Student Services-CC	Jessica Robinson	<input checked="" type="checkbox"/>
Dean, Counseling Services-GC	Martha Clavelle	<input checked="" type="checkbox"/>
Dean, Counseling-CC (also AA rep)	Nicole Jones	<input checked="" type="checkbox"/>
Interim Instructional Ops Supervisor-GC	Krista Ames-Cook	<input checked="" type="checkbox"/>
Instructional Ops Supervisor-CC	Julie Kahler	<input checked="" type="checkbox"/>
AFT representative	Jim Mahler	<input checked="" type="checkbox"/>
CSEA representative	Patty Sparks	<input checked="" type="checkbox"/>
Classified Senate representative-GC	Natalija Worrell	<input type="checkbox"/>
Classified Senate representative-CC	Lisa Lundgren	<input checked="" type="checkbox"/>
Student rep, Assoc. Students-GC	Kaelin Mastronardi	<input type="checkbox"/>
Student rep, Assoc. Students-CC	Kristie Macogay	<input type="checkbox"/>

### Other participants:

Interim Dean of A&R and FA-GC	Barbara Gallego	<input checked="" type="checkbox"/>
Dean of A&R-CC	Gregory Vega	<input checked="" type="checkbox"/>
Director Financial Aid-GC	Michael Copenhaver	<input type="checkbox"/>
A&R Supervisor-GC	Wayne Branker	<input type="checkbox"/>
Evaluations Advisor-GC	Olivia Krausie	<input checked="" type="checkbox"/>
A&R Specialist-CC	Debbie Ayers	<input type="checkbox"/>
A&R Specialist, Sr.-CC	Vanessa Saenz	<input checked="" type="checkbox"/>
Master Class Scheduler-GC	Kelly Jackson	<input checked="" type="checkbox"/>
Master Class Scheduler-GC	Reyna Torriente	<input checked="" type="checkbox"/>
Counselor, Chair-GC	Gary Johnson	<input checked="" type="checkbox"/>
Counselor, Chair-CC	Raad Jerjis	<input checked="" type="checkbox"/>
Director, Enterprise Systems	Vacant	<input type="checkbox"/>
Business Analyst/IT	Laura Murphey	<input checked="" type="checkbox"/>
Academic Senate Elect-GC	Pearl Lopez	<input checked="" type="checkbox"/>
Note taker	Myra Lomahan	<input checked="" type="checkbox"/>

Discussion Items	Action and Follow-Up
A. Welcome	Dr. Fulbright welcomed attendees and made introductions to new participants. Drs. Fulbright and Robinson are the current co-chairs.
B. Draft Academic Calendar Guiding Principles	<p>The guiding principles helps with the decision-making process in developing the academic calendar. The goal is to establish the <a href="#">guiding principles</a> for the next Student and Institutional Success Council (SISC) meeting scheduled on May 24<sup>th</sup> since this committee makes recommendations to SISC.</p> <p>Dr. Fulbright reviewed the draft of the guiding principles and participants provided additional feedback. The meeting resulted in the final draft of the Guiding Principles. The following are discussion items regarding the principles:</p> <ul style="list-style-type: none"> <li>• Thanksgiving always falls on the 3<sup>rd</sup> week of November</li> <li>• The district is closed the 4<sup>th</sup> week of December</li> <li>• We do not want to break the 8-week courses where students come back to finals after spring break</li> <li>• It's possible to have summer and fall registration concurrently if we had the program to allow this and IT support</li> <li>• Guiding principles should be reviewed at every academic calendar review cycle</li> <li>• We should include any Assembly Bill passages, such as AB 53 Election day holiday if passed</li> <li>• It was recommended to receive student inputs and can be shared with Sara Varghese and Lauren Vaknin, Deans of Student Affairs</li> <li>• The VPs alternate both campus and role and the next co-chairs would be Cuyamaca College VP Instruction and Grossmont College VP Student Services</li> <li>• The next Academic Calendar Committee should convene in Spring 2022 to develop 2023-24 and 2025-24 academic calendars with final for the November Governing Board meeting</li> </ul>

<p>C. 4/10 Summer Schedule</p>	<p>Chancellor asked for recommendations from this committee whether we should or not continue 4/10 summer schedule. The following items were noted:</p> <ul style="list-style-type: none"><li>• An employee survey should be done to review employee preferences and opinions.</li><li>• The calendar committee makes revisions on the calendar based on board approved work schedules.</li><li>• 4/10 summer schedule is a negotiable topic with bargaining groups and impacts mostly classified and Admin Association employees</li></ul>
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**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 Sub-Committee 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 student-centered, equity-focused, and based on maximizing learning experiences.
- When possible, fall registration dates to begin no later than the first week of June for instructional faculty to be available and answer questions from students.
- When possible, the fall semester will begin the third week of August.
- Voting Dates must be added to the academic calendar per AB 963 Student Civic and Voter Empowerment Act.
- 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.
- Thanksgiving week is an instructional week but could be in recess due to factors such as the minimum number of required instructional days and when holidays occur.
- Fall instructor grade deadline could be scheduled as late as two days prior to Christmas (by Dec. 23).
  - The other instructor grade deadlines are four work days from the end of the semester or session when possible.
- Winter intersession should be 4-weeks.
- Spring Break shall be scheduled between the first and second eight-week sessions so we do not disrupt courses with a break a week or two before finals.
- If possible, we will align our spring break with surrounding school districts.
- The summer schedule will be based on if we continue 4/10 summer schedule.
  - When possible, the academic calendar will align the summer schedule with our local feeder high school graduation dates.
- 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.
- It is recommended the next academic calendar committee convene in spring 2022, to begin to propose the next two years of academic calendars for 2023-2024 and 2024-2025. The proposals should be produced and be ready no later than the Governing Board meeting for November 2022.
  - Guiding principles should be reviewed at every academic calendar review cycle.
- 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
  - New/updated Legislation related to the development of the academic calendar such as AB 53 Election day holiday.