Academic Calendar Subcommittee

Charge

The Academic Calendar Subcommittee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District. The deliberations from this committee will be reported to Institutional Effectiveness Advisory Committee, where a recommendation will be made to the Chancellor's Council, then a progressed recommendation to the Board of Trustees for action.

Meetings

Non-reoccurring meeting dates. Approximately 4-6 meetings/year, via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all Academic Calendar Subcommittee members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

Membership

Chair (administrative) Executive Director Research, Planning & Institutional Effectiveness

- Executive Director Research, Planning & Institutional Effectiveness
- Vice Chancellor Human Resources & Police Services or designee
- 2 Managers, CHC *(appointed by college presidents)*
- 2 Managers, SBVC *(appointed by college presidents)*
- Faculty - instruction, CHC & SBVC *(appointed by Academic Senate Presidents))*
- Faculty - noninstructional, CHC & SBVC *(appointed by Academic Senate President)*
- Classified, CHC & SBVC *(appointed by Classified Senate Presidents)*
- Schedule Catalog Data Specialist, CHC & SBVC
- Professional Development Coordinator or designee, CHC & SBVC
- Confidential Group *(by position, EA, Office of the Vice Chancellor)*
- Representative from Administrative Applications for coordination with the State for calendar compliance *(appointed by Director, Administrative Applications)*
- CSEA *(appointed by CSEA)*
- CTA *(appointed by CTA)*
- Director, Financial Aid, CHC & SBVC
- Director, Admissions & Records, CHC & SBVC

Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any Academic Calendar Subcommittee recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the Academic Calendar Subcommittee meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Quorum

A quorum from the committee's membership will be comprised of:

Not applicable – no quorum requirements. Voted unanimously by IEAC on 10/28/2021.