



Academic Calendar Committee

2/26/2019, 3:00 p.m., CCR 233 – Meeting Agenda

Charge: The Academic Calendar Committee 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 District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar.

Membership:

- **President, District Assembly (co-chair)**
 - Denise Allen
- **Executive Director, Human Resources (co-chair)**
 - Kristina Hannon
- **2 Managers from each campus (appointed by the college presidents)**
 - Rebecca Warren-Marlatt and Keith Wurtz (CHC)
 - April Dale-Carter and Kay Weiss (SBVC)
- **1 Classified staff from each campus (appointed by CSEA)**
 - Kristina Heilgeist (CHC) and Kay D. Yarbrough (SBVC)
- **2 Faculty from each campus including Professional Development Coordinators or designees (appointed by the Academic Senates)**
 - Mark McConnell and Snezana Petrovic (CHC)
 - Celia Huston and Rania Hamdy (SBVC)
- **1 CTA representative**
 - Meridyth McLaren
- **Director of Internal Audit & Advisory Services**
 - David James
- **1 representative from Administrative Applications for coordination with the State for calendar compliance (appointed by Director, Administrative Applications)**
 - Corrina Baber
- **Executive Director of Research & Institutional Effectiveness**
 - Jeremiah Gilbert

I. Call to Order

II. Review of February 12, 2019 Minutes

III. Draft 2020-2021 Academic Calendar version 2 (175 instructional days)

- a) Version 2A (front-loaded flex and in-service days)
- b) Version 2B (embedded in-service day in Fall and Spring)
- c) Version 2C (Thanksgiving recess and embedded in-service day in Spring)

VI. Future Agenda Topics/Other

VII. Adjournment



Academic Calendar Committee

2/12/2019, 12 p.m., SBCCD Board Room – Meeting Minutes

Members Present: *Denise Allen, Kristina Hannon, Rebecca Warren-Marlatt, Keith Wurtz, April Dale-Carter, Kristina Heilgeist, Kay D. Yarbrough, Mark McConnell, Celia uston, Rania Hamdy, David James, Corrina Barber, Jeremiah Golbert*

Members Absent: *Kay Weiss, Snezana Petrovic, Meridyth McLaren*

I. Call to Order

Denise called the meeting to order at 12:05 p.m.

II. Approval of Prior Meeting Minutes

The committee reviewed the previous meeting minutes. Rebecca Warren-Marlatt requested that in the future the minutes include the names of committee members present. She asked that her name be corrected to include an “h” under final bullet point number four.

The minutes were approved by all in attendance, including the above correction.

III. Tentative Workload Agreement (CTA)

At this time, the agreement is considered tentative because the union members have not yet voted on it. If approved, the agreement would be effective in 2020 and full time faculty would have 175 work days, 166 days of instruction, 7 in-service days, and 2 flex days per academic year.

IV. Grades Due

For the 2020-2021 academic year Jeremiah Gilbert shared that if we continue with the current standard of grades being due 7 days after the last day of class, grades would be due on December 25, Christmas. Jeremiah shared that in 2008 he found that grades were due 3 business days after the close of the semester. It was discussed that having grades due early is more student centered, and would benefit students that are applying to transfer. After conversation about how this would impact the faculty as well as the counseling staff, it was decided that grades would be due 5 calendar days after the close of the semester. A motion was made to approve this by Mark McConnell and Keith Wurtz seconded the motion. All in attendance agreed.

V. Draft Academic Calendars

Jeremiah presented two draft calendars for the 2020-2021 school year, since the CTA Workload Agreement is tentative at this time. He noted that in 2020 Veteran’s Day can be observed on either Monday, Wednesday or Thursday. Also, the Spring Break was coordinated with local schools, since we are offering courses at our partner High Schools we need to accommodate their schedules.

Version 1 has 177 work days, 3 in-service days, and 4 flex days. It is essentially a roll over from the 2019-2020 calendar. After a brief discussion, Celia Houston motioned to approve version 1 as presented. It was seconded by Mark McConnell, and all in attendance agreed.

Version 2, would be in effect if the Workload Agreement is approved and would have 175 workdays, 166 days of instruction, 7 in-service days and 2 flex days. Both Spring and Fall semesters would have 86 days of instruction, with the goal to have a 16 week semester. In this version the in-service days were scheduled prior to the start of the semester, to accommodate staying as close to possible to a 16 week semester. Rania Hamdy expressed concern about this and the effectiveness of the in-service days being prior to the start of the instruction. There was also concern about how this would affect the counseling department as the full-time classified staff would also be offered professional development, which would result in the counseling office having to close several days before the

semester begins, one of their busiest times of year. If the in-service days were moved to occur during the semester, it results in lengthened class time for students. Keith Wurtz stated that studies have shown that students are more successful in short term classes and felt it was more student centered to have 16 week semester. After much discussion, it was agreed upon that a decision could not be made to approve this calendar at this meeting.

Jeremiah will research other districts that are on flex calendars with 166 days of instruction and provide samples of their calendars to the committee. Rania stated that she would like to see imbedded in-service days in late September or early October, and after Spring break on the next version of the calendar. The entire committee felt that the Veteran's day holiday should be observed on November 11, and that the goal was to stay as close to a 16 week semester as possible. The new calendar will need to be sent to the Chancellor's Office for approval once it is approved by our Board. Jeremiah will talk to Steve Sutorus to get an understanding of the timeline for approval with the Chancellor's Office. Denise and Jeremiah will work on a second proposed draft of the version 2 calendar.

The next meeting will be on February 26th, 3:00 pm in CCR 223 at Crafton Hills College.

6. Adjournment

The meeting adjourned at 1:07 p.m.

Not Yet Approved

Jul 2020						
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Aug 2020						
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Sep 2020						
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Oct 2020						
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Nov 2020						
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Dec 2020						
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Jan 2021						
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Feb 2021						
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14	15	16	17	18	19	20
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Mar 2021						
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Apr 2021						
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May 2021						
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23	24	25	26	27	28	29
30	31					

Jun 2021						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGEND

Flex Days	Aug 11, Jan 12					
In-Service Days	Aug 12 - 14, Jan 13 - 15, May 25 (Commencement)					
Term Start Days	Aug 17 (Fall) and Jan 19 (Spring)					
Final Exam Weeks	Dec 9 - 15 (Fall) and May 18 - 24 (Spring)					
Spring Break	March 22 - 27					
Holidays	Jul 3 (Ind. Day Observed)		Sep 7 (Labor Day)		Nov 11 (Veteran's Day)	
	Nov 26 - 28 (Thanksgiving)		Dec 25 - Jan 1 (Winter Break)		Jan 18 (MLK Day)	
	Feb 12 (Lincoln's Bday)		Feb 15 (Washington's Bday)		May 31 (Labor Day)	

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

San Bernardino Community College District

2020-2021 Academic Year

Fall Semester 2020:

Flex Day (no classes in session)	August 11
Faculty In-Service Days	August 12-14
Instruction Begins	August 17
Labor Day	September 7
Veterans Day	November 11
Thanksgiving Recess	November 26-28
Final Exams	December 9-15
Final Exams/Saturday Classes	December 12
Fall Semester Ends	December 15
Fall Semester Grades Due	December 21
Campus Closed	December 25-January 1

Spring Semester 2021:

Flex Day (no classes in session)	January 12
Faculty In-Service Days	January 13-15
Martin Luther King Day	January 18
Instruction Begins	January 19
Lincoln's Birthday	February 12
Washington's Birthday	February 15
Spring Recess	March 22-27
Final Exams	May 18-24
Final Exams/Saturday Classes	May 22
Spring Semester Ends	May 25
CHC & SBVC Campus Graduation	May 25
Faculty In-Service Day	May 25
Memorial Day	May 31
Spring Semester Grades Due	June 1

Short Term Courses Grades due 5 calendar days after last day of class

Flex Days 2 days of Required Flex to be completed by contract faculty

2020-21 Census Days

Fall Census Day – September 8
Spring Census Day – February 8

DRAFT 2-13-19

2020-21 Calendar Numbers v2A

Instructional Days - Fall 2020

	MON	TUES	WED	THURS	FRI	TOTAL
AUG	3	2	2	2	2	11
SEPT	3	5	5	4	4	21
OCT	4	4	4	5	5	22
NOV	5	4	3	3	3	18
DEC	2	3	2	2	2	11
Total	17	18	16	16	16	83

Fall In-Service Days 8/12, 8/13, 8/14

Fall Flex Days 8/11

Fall 2020 Total Days

3
1
87

Instructional Days - Spring 2021

	MON	TUES	WED	THURS	FRI	TOTAL
JAN	1	2	2	2	2	9
FEB	3	4	4	4	3	18
MAR	4	4	4	3	3	18
APR	4	4	4	5	5	22
MAY	4	3	3	3	3	16
Total	16	17	17	17	16	83

Spring Inservice Days 1/13, 1/14, 1/15, 5/25

Spring Flex Day 1/12

Spring 2021 Total Days

4
1
88

OVERALL TOTAL DAYS

175

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2020						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2020						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2020						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2020						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2021						
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2021						
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28						

Mar 2021						
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Apr 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2021						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2021						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGEND

Flex Days	Aug 12, Jan 13					
In-Service Days	Aug 13, Aug 14, Oct 6, 19, Jan 14, Jan 15, Apr 13, May 26 (Commencement)					
Term Start Days	Aug 17 (Fall) and Jan 19 (Spring)					
Final Exam Weeks	Dec 10 – 16 (Fall) and May 19 – 25 (Spring)					
Spring Break	March 22 – 27					
Holidays	Jul 3 (Ind. Day Observed)		Sep 7 (Labor Day)		Nov 11 (Veteran’s Day)	
	Nov 26 – 28 (Thanksgiving)		Dec 25 – Jan 1 (Winter Break)		Jan 18 (MLK Day)	
	Feb 12 (Lincoln’s Bday)		Feb 15 (Washington’s Bday)		May 31 (Labor Day)	

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San Bernardino Community College District

2020-2021 Academic Year

Fall Semester 2020:

Flex Day (no classes in session)	August 12
Faculty In-Service Days	August 13-14
Instruction Begins	August 17
Labor Day	September 7
Faculty In-Service Day	October 6
Veterans Day	November 11
Thanksgiving Recess	November 26-28
Final Exams	December 10-16
Final Exams/Saturday Classes	December 12
Fall Semester Ends	December 16
Fall Semester Grades Due	December 21
Campus Closed	December 25-January 1

Spring Semester 2021:

Flex Day (no classes in session)	January 13
Faculty In-Service Days	January 14-15
Martin Luther King Day	January 18
Instruction Begins	January 19
Lincoln's Birthday	February 12
Washington's Birthday	February 15
Spring Recess	March 22-27
Faculty In-Service Day	April 13
Final Exams	May 19-25
Final Exams/Saturday Classes	May 22
Spring Semester Ends	May 26
CHC & SBVC Campus Graduation	May 26
Faculty In-Service Day	May 26
Memorial Day	May 31
Spring Semester Grades Due	June 1

Short Term Courses Grades due 5 calendar days after last day of class

Flex Days 2 days of Required Flex to be completed by contract faculty

2020-21 Census Days

Fall Census Day – September 8

Spring Census Day – February 8

2020-21 Calendar Numbers v2B

Instructional Days - Fall 2020

	MON	TUES	WED	THURS	FRI	TOTAL
AUG	3	2	2	2	2	11
SEPT	3	5	5	4	4	21
OCT	4	3	4	5	5	21
NOV	5	4	3	3	3	18
DEC	2	3	3	2	2	12
Total	17	17	17	16	16	83

Fall In-Service Days 8/13, 8/14, 10/6

Fall Flex Days 8/12

Fall 2020 Total Days

3
1
87

Instructional Days - Spring 2021

	MON	TUES	WED	THURS	FRI	TOTAL
JAN	1	2	2	2	2	9
FEB	3	4	4	4	3	18
MAR	4	4	4	3	3	18
APR	4	3	4	5	5	21
MAY	4	4	3	3	3	17
Total	16	17	17	17	16	83

Spring Inservice Days 1/14, 1/15, 4/13, 5/26

Spring Flex Day 1/13

Spring 2021 Total Days

4
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88

OVERALL TOTAL DAYS

175

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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Aug 2020						
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Sep 2020						
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Oct 2020						
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Nov 2020						
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Dec 2020						
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Jan 2021						
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Feb 2021						
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Mar 2021						
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Apr 2021						
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May 2021						
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Jun 2021						
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20	21	22	23	24	25	26
27	28	29	30			

LEGEND

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	Nov 23 – 28 (Thanksgiving)		Dec 25 – Jan 1 (Winter Break)		Jan 18 (MLK Day)	
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Flex Days 2 days of Required Flex to be completed by contract faculty

2020-21 Census Days

Fall Census Day – September 8

Spring Census Day – February 8

DRAFT 2-13-19

2020-21 Calendar Numbers v2C

Instructional Days - Fall 2020

	MON	TUES	WED	THURS	FRI	TOTAL
AUG	3	2	2	2	2	11
SEPT	3	5	5	4	4	21
OCT	4	4	4	5	5	22
NOV	4	3	2	3	3	15
DEC	2	3	3	3	3	14
Total	16	17	16	17	17	83

Fall In-Service Days 8/12, 8/13, 8/14

Fall Flex Days 8/11

Fall 2020 Total Days

3
1
87

Instructional Days - Spring 2021

	MON	TUES	WED	THURS	FRI	TOTAL
JAN	1	2	2	2	2	9
FEB	3	4	4	4	3	18
MAR	4	4	4	3	3	18
APR	4	3	4	5	5	21
MAY	4	4	3	3	3	17
Total	16	17	17	17	16	83

Spring Inservice Days 1/14, 1/15, 4/13, 5/26

Spring Flex Day 1/13

Spring 2021 Total Days

4
1
88

OVERALL TOTAL DAYS

175