



**Academic Calendar Subcommittee**

Meeting Agenda: September 14, 2022, 12:00 -1:00 pm

Via Zoom: <https://sbccd-edu.zoom.us/j/89896767241>

- I. CALL TO ORDER**  
(Christopher Crew)
- II. REVIEW ACADEMIC CALENDAR SUBCOMMITTEE ORGANIZATION**
- III. REVIEW THE ACADEMIC CALENDAR SUBCOMMITTEE MEMBERSHIP**
- IV. QUESTIONS FROM ACADEMIC SENATE**
  - A. SUGGESTED CHANGES
  - B. WINTER SESSION
  - C. FINALS WEEK AND BLOCK SCHEDULE
  - D. HOLIDAYS
- V. COLLEGIAL CONSULTATION PROCESS**
- VI. FINALIZE 23-24 AND 24-25 CALENDAR**
- VII. PLANNING MORE THAN 2 YEARS AT A TIME**
- VIII. NEXT MEETING**
  - A. Fall 2022, TBD  
Via Zoom: <https://sbccd-edu.zoom.us/j/89896767241>
- IX. ADJOURNMENT**

# 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.

## 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.**

## Membership

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

- District 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 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





## ACADEMIC CALENDAR SUBCOMMITTEE Committee Roster

September 2022 - August 2023

Representation		Member
Chair District Director Research, Planning & Institutional Effectiveness		Christopher Crew
1)	District Director Research, Planning & Institutional Effectiveness	Christopher Crew
2)	Vice Chancellor Human Resources & Police Services or designee	Karla Zaragoza
3)	Management, CHC ( <i>appointed by college president</i> )	Delmy Spencer
4)	Management, SBVC ( <i>appointed by college president</i> )	Dina Humble
5)	Management, CHC ( <i>appointed by college president</i> )	Keith Wurtz
6)	Management, SBVC ( <i>appointed by college president</i> )	Olivia Rosas
7)	Faculty - instruction, CHC ( <i>appointed by Academic Senate President</i> )	Scott Rippey
8)	Faculty - instruction, SBVC ( <i>appointed by Academic Senate President</i> )	Lucas Cuny
9)	Faculty - noninstructional, CHC ( <i>appointed by Academic Senate President</i> )	Robert McAtee
10)	Faculty - noninstructional, SBVC ( <i>appointed by Academic Senate President</i> )	Andrea Hecht
11)	Classified, CHC ( <i>appointed by Classified Senate President</i> )	( <i>pending appointment</i> )
12)	Classified, SBVC ( <i>appointed by Classified Senate President</i> )	Kay D. Yarbrough
13)	Schedule Catalog Data Specialist, CHC	Kristina Heilgeist
14)	Schedule Catalog Data Specialist, SBVC	Breanna Lopez
15)	Professional Development Coordinator or designee, CHC	Kashaunda Harris
16)	Professional Development Coordinator or designee, SBVC	Rania Hamdy
17)	Confidential Group ( <i>by position, EA Office of the Chancellor</i> )	Heather Ford
18)	Representative from Administrative Applications for coordination with the State for calendar compliance ( <i>appointed by Director, Administrative Applications</i> )	Corrina Baber/Andy Chang
19)	CSEA ( <i>appointed by CSEA</i> )	Elizabeth Lopez
20)	CTA ( <i>appointed by CTA</i> )	Meridyth McLaren

Representation	Member
21) Director, Financial Aid (SBVC)	Sam Trejo
22) Director, Financial Aid (CHC)	Veronica Lehman
23) Director, Admissions & Records (CHC)	Larry Aycock
24) Director, Admissions & Records (SBVC)	April Dale-Carter