



# Academic Calendar Subcommittee

Meeting Minutes – September 14, 2022, 12:00 p.m.  
 Via Zoom: <https://cccconfer.zoom.us/j/89896767241>

	Present	Absent		Present	Absent
Christopher Crew (chair)	X		Elizabeth Lopez	X	
Heather Ford	X		Luca Cuny	X	
Karla Bonnet	X		Meridyth McLaren		X
Delmy Spencer		X	Sam Trejo	X	
Dina Humble	X		Veronica Lehman	X	
Keith Wurtz		X	Larry Aycock	X	
Olivia Rosas	X		April Dale	X	
Scott Rippy		X	Breanna Lopez		
Robert McAtee		X	Kashaunda Harris		X
Kay D. Yarbrough	X		Rania Hamdy	X	
Kristina Heilgeist	X		Corrina Baber/Andy Chang	X	
Andrea Hecht	X				

Guests:

**I. CALL TO ORDER AND INTRODUCTIONS**

C. Crew called the meeting to order at 12:03 p.m.

**II. REVIEW OF ACADEMIC CALENDAR SUBCOMMITTEE ORGANIZATION**

C. Crew reviewed Academic Calendar Subcommittee organization and Chancellor's Council structure.

**III. REVIEW THE ACADEMIC CALENDAR SUBCOMMITTEE MEMBERSHIP**

C. Crew reviewed the Academic Calendar Subcommittee membership. Due to CTA contractual language limitations, R. Hamdy reported in-service days must be just before the semester.

**IV. QUESTIONS FROM ACADEMIC SENATE**

C. Crew reported he will be presenting at the Academic Senates to clarify the 2023-24 and 2024-25 calendars. R. Hamdy reported the academic calendar is for instruction. HR has created a 260-day 12-month Districtwide Services Calendar. C. Crew will review and send for feedback.

- A. Suggested changes
- B. Winter session
- C. Finals week and block schedule
- D. Holidays

**V. COLLEGIAL CONSULTATION PROCESS**

D. Humble commented TESS cannot roll the calendars until board approved. If we have to wait until November to roll the schedules, it will negatively affect April enrollment. They cannot open the term without knowing the start and end dates. C. Crew confirmed the academic calendar will be presented to the

Academic Senates again on Wednesday, to IEAC on next Thursday, Chancellor's Council beginning of October, and board for approval at the October board meeting.

**VI. FINALIZE 23-24 and 24-25 CALENDAR**

C. Crew reviewed the 23 -24 and 24 – 25 academic calendars. K. Heilgeist recommended commencement not be mid-week. It was asked to have commencement on a Friday.

The committee agreed naming the following (C. Crew to follow up, ensuring there are no rules dictating specific holiday naming):

*Fall Break - classes not in session*

*Holiday Break - campus closed*

R. Hamdy reported, and the committee agreed The Great Shakeout is not identified on the academic calendar. This allows faculty and staff to prepare instruction time appropriately.

R. Hamdy motioned to add The Great Shakeout date(s) to the academic calendar and the 12-month Districtwide Services Calendar. L. Aycock seconded the motion.

Ayes: Unanimous as present

Noes: none

Absent: Spencer, Wurtz, Rippy, McAtee, McLaren, Harris

**VII. PLANNING MORE THAN 2 YEARS AT A TIME**

C. Crew recommended we have calendars for three years out instead of two.

**VIII. NEXT MEETING**

Second Wednesday in October and November 2022 at noon.

Via Zoom: <https://cccconfer.zoom.us/j/89896767241>

**IX. ADJOURNMENT**

Meeting adjourned at 1:01 p.m.

Final meeting minutes approved by ACS \_\_\_\_\_, 2022

Heather Ford, Executive Assistant  
SBCCD, Office of the Chancellor  
Committee Support