



# Academic Calendar Subcommittee

Meeting Minutes – February 2, 2024, 2:00 p.m.  
 Via Zoom: <https://cccconfer.zoom.us/j/89896767241>

	Present	Absent		Present	Absent
Christopher Crew (chair)	X		Elizabeth Lopez		X
Heather Ford Proxy: Daniella Esparza	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	X	
Robert McAtee		X	Kashaunda Harris		X
Kay D. Yarbrough	X		Rania Hamdy		X
Kristina Heilgeist	X		Corrina Baber/Andy Chang	X	
Andrea Hecht		X			X

Guests: Geoffrey Escher, Kevin Horan, Leslie Swindell, Nohemy Ornelas, Myung Koh, Rania Hamdy, Rena Salayeva, and Rosemarie Hasen.

## I. CALL TO ORDER AND INTRODUCTIONS

C. Crew called the meeting to order at 2:04 p.m.

## II. CONSENSUS APPROVAL OF MINUTES

A. [07/06/2023 Meeting Minutes](#) approved by consensus.

## III. [REVIEW ORGANIZATION AND CHARGE](#)

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

## IV. NON-ACADEMIC CALENDAR

The 2025-26 is currently in the process of being finalized, which is anticipated to have a non-service day.

## V. ACADEMIC CALENDAR PLANNING CYCLE

Calendar Approval Process:

Must be done 1-2 years in advance and shared with the following constituent groups before publication: Academic Senate, Institutional Effectiveness Advisory Committee, Chancellor’s Cabinet, and the Board. The calendar must include 175 days of instruction, including 2 flex days and 7 in-service days, excluding Holidays and breaks. Additionally, the spring semester must ideally end, and students must graduate before Memorial Day.

Note: The State does not distinguish between flex or in-service. The 2024-25 calendar has been created, and should be in the process of developing the 2025-26 calendar and possibly for the next 3 years.

**VI. COMPRESSED CALENDAR**

January	Meet with Academic Senate.
February	Meeting with Calendar Committee.
March	Solicit campus-wide input.
April	Meet with the Calendar Committee for a recommendation.
May	Follow the Calendar approval process and establish a timeline for implementation. (IEAC, Chancellor’s Council/Cabinet, and Board)
June and onward	Discuss working conditions.

The proposal will offer shorter primary/secondary terms and enhance the summer session. The compressed calendar has shown favorable results in other districts, which reflects a 3% increase in student success rates overall. The first option is a 16-16-12 week compressed calendar, which includes creating two primary 16-week terms and one secondary 12-week term. This encompasses a week with no instruction before the start of the Spring 2 (summer) term and a week with no instruction at the end of the summer term.

Term	Length	Note
Fall Term	16-week	August – December
Spring Term	16-week	January – April
Spring 2 Term (Considered part of Summer)	6-week	May – August 12- week combinations.
Summer Term	6-week	

This year-round model will allow students the flexibility they need, which appeals to 70%+ students who are primarily part-time.

**Feedback:**

An implementation timeline will be brought to the next meeting for discussion. Workload impacts will be discussed in its appropriate groups once it has been determined whether the compressed calendar is best for students.

**VII. FUTURE AGENDA TOPICS**

- A. Appoint co-chairs, preferably VPs from both colleges, to provide additional review.
- B. Review global changes to the academic calendars to capture the cal-state students who wish to take classes in the summer.

**VIII. NEXT MEETING**

March 25, 2024 at 11:30 AM

**IX. ADJOURNMENT**

Meeting adjourned at 3:00 p.m.