

# ACADEMIC CALENDAR COMMITTEE

## DRAFT GUIDING PRINCIPLES

The Academic Calendar Committee develops the annual academic calendar for review by Student and Institutional Success Council and approval by the Governing Board.

Dr. Marshall Fulbright III, Vice President Academic Affairs, Grossmont College and Dr. Jessica Robinson, Vice President Student Services, Cuyamaca College, Co-Chairs for year 2020-21, initiated a Guiding Principles Sub-Committee with an intent to develop guiding principles for future development of academic calendars that would be helpful to the institution. The subcommittee consists of member representatives from the Academic Calendar Committee.

### Guiding Principles

- The academic calendar will be student-centered, equity-focused, and based on maximizing learning experiences.
- When possible, fall registration dates to begin no later than the first week of June for instructional faculty to be available and answer questions from students.
- When possible, the fall semester will begin the third week of August.
- Voting Dates must be added to the academic calendar per AB 963 Student Civic and Voter Empowerment Act.
- Veterans Day shall be observed on November 11 per Educational Code Section 79020 and AP 4010. If November 11 falls on Saturday, we would observe on Friday and if it falls on Sunday, we would observe on Monday.
- Thanksgiving week is an instructional week but could be in recess due to factors such as the minimum number of required instructional days and when holidays occur.
- Fall instructor grade deadline could be scheduled as late as two days prior to Christmas (by Dec. 23).
  - The other instructor grade deadlines are four work days from the end of the semester or session when possible.
- Winter intersession should be 4-weeks.
- Spring Break shall be scheduled between the first and second eight-week sessions so we do not disrupt courses with a break a week or two before finals.
- If possible, we will align our spring break with surrounding school districts.
- The summer schedule will be based on if we continue 4/10 summer schedule.
  - When possible, the academic calendar will align the summer schedule with our local feeder high school graduation dates.
- Ensure that the calendar reflects the appropriate number of instructional days (minimum 175 a year) and that meeting days are an appropriate number to optimize both teaching and student learning.
- It is recommended the next academic calendar committee convene in spring 2022, to begin to propose the next two years of academic calendars for 2023-2024 and 2024-2025. The proposals should be produced and be ready no later than the Governing Board meeting for November 2022.
  - Guiding principles should be reviewed at every academic calendar review cycle.
- Documents and materials needed:
  - Two year calendar for official layout and design of the academic calendars
  - Legally mandated holiday memorandum from the State Chancellor's office
  - List of GCCCD holidays per the CSEA (9.11) and Administrator's Association (chapter 6) unit contracts
  - Student Attendance Accounting Manual Addendum concerning Academic Calendars, Course Scheduling, and related topics
  - New/updated Legislation related to the development of the academic calendar such as AB 53 Election day holiday.