

Calendar Committee Meeting

Idania Padron Reyes, VPSS, Co-chair
Pamela Ford, Classified Union President
Dr. Jason Bowen, Faculty Union President, Co-chair
Kelly Brogan, Enrollment Services
Tanya McGinnis, Counselor
Kyle Jacobsen, Academic Affairs Specialist (CMS) - absent
Vacant, Dean, Student Support Services
Dr. Windy Franklin-Martinez, Dean, Enrollment Services - absent
Johnathan Compton, Senate, Academic Faculty - zoom
Daniel Conner, ITS MIS – absent
Rick Motawakel, Senate, Vocational Faculty - absent
ASO Representative, Destiny Waller - absent
Vacant, Director, Financial Aid (CMS)
Hal Huntsman, Academic Faculty
Dr. Kathy Bakhit, Vice President Academic Affairs
Angela Urbanoski, Sr Admin Assistant to VPSS

Thursday, November 14, 2024
1:30 pm – 3:00 PM
L201

AGENDA

Items

Person Responsible

Time

Action

Information/Discussion Items:

- 1. Welcome
 - a. Rules for Order

Idania Padron
Pamela Ford

2 minutes

It's recommended to include an online option for all future meetings.

The committee is reminded to follow the rules of civility and to avoid talking over one another, even during passionate discussions, to maintain a respectful and constructive environment.

- 2. Review & Discussion of Academic Calendars - 2026-27; 2027-28:
 - a. Potential Semester Start Date Change
 - b. Adding Late Start Courses to Academic Calendars to Show Available Openings/Options

All

40 minutes

The team discussed the 2026-27 academic calendars, with Option 1 being the traditional calendar that includes the modification of week off of Thanksgiving and Option 2 being a staggered schedule that also includes Thanksgiving break. Kelly connected with Admissions, Counseling, and Financial Aid to explore any concerns with the staggered schedule. Financial Aid highlighted that certain reports must be submitted at the semester's end to avoid delays in aid distribution for the next term, and the fall MIS report has a hard deadline of January 31. Counseling also needs to process holds, probation, prerequisites, and

		<p>drops before the next semester.</p> <p>If a staggered Tuesday/Wednesday schedule is chosen, it would interfere with the current practice of Saturday grade processing.. Graduation also has strict deadlines for notifying CSU AND UCs about transfer students, in the past intersession scheduling has led to lost processing time. While the committee tentatively agreed on a staggered spring schedule, fall schedule, especially around Thanksgiving, remains undecided due to the need for three additional days and how those would affect December dates.</p> <p>The benefit of staggering without adjusting Thanksgiving was questioned. There was interest in staggering to allow staff in the Student Services Building to participate in Welcome Day events on Fridays. Moving to a Wednesday start might allow for a Monday and Tuesday Welcome Day setup before the semester begins. Historically, the Student Services Building closed on Fridays to enable staff participation, but the current administration prefers staying open. This shift complicates options for maintaining student support and participating in opening day activities.</p> <p>It was discussed that faculty attendance at Opening Day is not mandatory, contrary to some assumptions in Counseling. It may help to communicate that this is not a requirement for Counseling. If we do choose to close on Fridays, one idea is to consider a "Welcome Week" approach on Monday and Tuesday to encourage enrollment and support the goal of reaching 10,000 students.</p> <p>Historically, closing on Fridays</p>
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		<p>didn't seem to impact enrollment negatively. Student Services has typically served around 200 students on Opening Day, whereas the impact of pushing back the semester start would affect many more students. Communicating closures in advance and utilizing summer hours might help to allow us to close on Fridays, with additional evening hours the week before the semester as an alternative. If managed and marketed effectively, this could increase student capture during peak times, as students regularly request extended hours until 7 or 8 PM, and some counselors are willing to work Fridays year-round. VPSS and Tanya will explore this further.</p> <p>The counterpoint raised was that students now have alternatives to college, so encountering barriers could lead them to abandon registration altogether. Being accessible when demand is high could therefore improve enrollment and retention. Counselors also need to complete their PD days, which may require FPD committee input.</p> <p>Discussion shifted to Thanksgiving week, which poses challenges for teaching and instructors who are parents. Faculty noted low student attendance and the difficulty for working parents whose children are off school that week. Extending the semester into December was proposed, though this could disrupt grade processing, as missing three workdays impacts staff who handle grades. Attendance accounting would also be affected if a three-day week doesn't meet the minimum requirements. Maintaining the normal semester end date was deemed preferable,</p>
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			<p>and instructional days were previously counted to confirm 181 total, with two Mondays off per semester for the current and next year.</p> <p>The recommendation is to bring back Kyle's traditional calendar model. A final review is planned for December 12 to address PD, holidays, and calendar details for 2026-27 and 2027-28. Additionally, a proposed four-week intersession was briefly recommended and ruled out as too short for some disciplines that require six-week sessions. The meeting concluded with plans to bring these items back for further discussion at the next session.</p>
3. Review & Approval of Minutes, 10/10/24	Idania Padron	5 minutes	Bring back
4. Review & Update of Membership	All	15 minutes	Bring back
5. Committee Goals	All	15 minutes	Bring back
6. Committee Meeting Dates	All	10 minutes	Bring back
Future Agenda Items:			
AP 4010 Academic Calendar			