

ARTICLE 8. ACADEMIC CALENDAR

8A. Academic Calendar Committee

The annual Academic Calendar shall be developed by a committee composed of twelve (12) employees. The District shall appoint six (6) members exclusive of classified bargaining unit work members, and the Faculty Association shall appoint six (6) members from the faculty bargaining unit.

The committee will be co-chaired by a representative designated by the Faculty Association and a representative designated by the District.

The committee shall annually negotiate any minor academic calendar changes, including, but not limited to, start and end dates, early start courses and /or other minor exceptions to the regular academic year.

8B. Deadline and Deadlock

The Academic Calendar Committee shall start the process no later than September 10 and complete deliberations by October 1 of each year. This deadline can be extended by mutual agreement of the Faculty Association President or designee and the Chancellor or designee. In the event the Academic Calendar Committee cannot reach agreement by that date, the Chancellor will establish the calendar using the factors listed in Sections C and E below.

8B.1 Multi-year Calendar

The Academic Calendar ~~can~~ will be developed two years in advance. more than one (1) year in advance by The parties shall meet each year to develop a two-year calendar. Upon mutual consent, an Academic Calendar one year in advance may be developed.

8C. School Term

The Academic Calendar Committee will include the following factors in calendar development.

8C.1 Length of Term

The academic year shall consist of one hundred seventy-five (175) days of instruction, including one (1) Convocation Day, one (1) College Day, and up to six (6) Flex Days. The Flex Days shall be determined by the mutual agreement of the President of the College and the chair of the College Staff Development Committee.

8C.2 Orientation for New Faculty

New faculty members will serve two (2) additional days of Orientation.

35 **8C.3 Commencement and Convocation**

36 Each Contract and Regular unit member shall attend Commencement exercises
37 on alternating years. Commencement shall occur on Friday evening and
38 Saturday. It shall be scheduled on the same weekday at a particular college for
39 two years in a row and then switched to the other day for two years in a row.

40 Approved Leaves of Absence in the Spring Semester shall relieve the unit
41 member of commencement activities. The obligation shall resume on alternating
42 years upon the unit member's return to active status as if no leave of absence
43 occured. Approved Leaves of Absence in the Fall Semester shall relieve the unit
44 member of Convocation week activities. This obligation shall resume annually
45 upon the unit member's return to active status.

46

47 **8C.4 Grade Due Dates**

48 Due dates for grade submissions for each academic semester (including summer
49 and intersessions) shall be established by the Academic Calendar committee and
50 be not less than seventy-two (72) hours from 5:00 p.m. on the last day of the
51 final examination schedule.

52 **8C.5. Faculty Association Meeting on Convocation Day**

53 The Faculty Association shall have forty-five (45) minutes allotted to it for a
54 general membership meeting on Convocation Day. This meeting shall not start
55 before 8:00 a.m.

56 **8C.6. Orientation of New Faculty**

57 The Faculty Association shall be notified of all new faculty hired before the Fall
58 and Spring semesters through monthly published Board of Trustee Meeting
59 reports. Part-time (Adjunct) faculty are entitled to one (1) hour of pay for each
60 hour of orientation session: the orientation to online grading and the orientation to
61 the College, which may include an online component. (See Article 18U and
62 Article 21G.2b.)

63 **8D. Calendar Alternative Committee**

64 The Faculty Association and the District may, upon mutual agreement, form a Calendar
65 Alternative Committee to examine in detail the benefits and liabilities involved with any
66 modification to the standard 17.5 week semester primary term. Any agreed upon
67 committee shall identify potential benefits, costs and negotiable issues, if any, that would
68 have to be addressed and negotiated by appropriate Faculty Association-District
69 representatives.

70 **8E. Holidays and Adjustments**

71 **8E.1 Holidays.**

72 The calendar year shall include twelve (12) holidays, eleven (11) of which are
73 state mandated.

74 The Academic Calendar shall include the following holidays:

- 75 • January 1 (New Year's Day);
- 76 • the third Monday in January (Martin Luther King Day);
- 77 • a February day (Lincoln Day);
- 78 • the third Monday in February (Washington Day);
- 79 • the last Monday in May (Memorial Day);
- 80 • July 4 (Independence Day);
- 81 • the first Monday in September (Labor Day);
- 82 • a November day (Veterans' Day);
- 83 • the Wednesday before Thanksgiving in lieu of Admissions Day;
- 84 • Thanksgiving Day;
- 85 • the Friday following Thanksgiving Day, and
- 86 • December 25 (Christmas Day).

87 **8E.2 Holiday Adjustment.**

88 When a holiday falls on a Sunday, the following Monday shall be deemed to be
89 the holiday in lieu of the day observed. When a holiday falls on a Saturday, the
90 preceding Friday shall be deemed to be the holiday in lieu of the day observed.
91 The Academic Calendar Committee may adjust the day of the holiday in lieu of
92 the official day designated, if the law allows, and if too many holidays in a term
93 fall on the same day of the week which would ~~impact~~ affect instructional
94 quality. Any adjustments must be in compliance with the official directions from
95 the California Community College Chancellor's Office.

Tentative Agreement: January 1, 2012 – December 31, 2014