

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF MARCH 18, 2015**

**TAB 3**

**ACTION**

**Subject: Two-Year College Calendar (2016 -2017 ▪ 2017 – 2018)**

**Background**

According to Board Policy #6000 the College Calendar for the ensuing year is submitted to the Board of Trustees not later than the February Board meeting. Prior to, and during, the February 25, 2015 Regular Meeting of the Board of Trustees, the Board was informed that the Calendar Committee, the committee charged with the development of the College's calendar totaling three academic years, needed an extended timeframe in which to hold its meetings and to submit the proposed calendar(s) to the Joint Union Management Committee (JU/MC) for review and approval. This resulted in the recommendation that the Board of Trustees take action on one of the following:

- A. Approve the proposed permanent 2016–2017 College Calendar and the tentative 2017–2018 College Calendar as presented.
- B. Defer action and consider the proposed permanent 2016–2017 College Calendar, which may include revisions, and the tentative 2017–2018 College Calendar at its March 18, 2015 meeting.

The Board unanimously approved option B at its February 25, 2015 Regular Meeting.

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The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2016–2017 and 2017–2018 academic calendars:

- 1. Continued adherence to Policy 6000
- 2. Start Fall quarter in September
- 3. Each quarter of the academic calendar year should contain 49 or 50 instructional days, with equal numbers of instructional days for each day of the week, e.g. equal numbers of Mondays, Tuesdays, Wednesdays, etc.
- 4. Have a full week of instruction following Thanksgiving
- 5. Prep day
- 6. Three final exam days in the same week
- 7. Monday quarter start dates are preferred.

The Calendar Committee representation consisted of: (1) Chairperson/Administrative staff; (1) Classified staff; and (4) Faculty. The Chair is a voting member. The committee developed and constructed the 2016–2017 and 2017–2018 calendars using the above recommendations. The two completed calendars have been approved by the JU/MC and are attached for the Board's consideration.

**Recommendation**

It is recommended that the Board of Trustees take action on the proposed permanent 2016–2017 and the tentative 2017–2018 College Calendar(s).

Prepared by:

Robert Francis, Vice President for Academic & Student Affairs, and  
Chris Melton, Director – Enrollment & Financial Aid Services/Registrar  
Shoreline Community College  
March 12, 2015

To Follow/Attached: Proposed permanent 2016-2017 College Calendar and the tentative 2017-2018 College Calendar.

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN TENTATIVE 2016-2017 CALENDAR

(This calendar is not official until approved by the College Board of Trustees)

**KEY**

Shaded, bolded areas = Instructional Days

Boxed, bolded, italic numbers = Holidays

( ) Faculty Prep Days

< > Exam Days

○ Grades Due

[ ] First/Last Day Instruction

FT Faculty Contract Days

\* Campus closed

<b>FALL QTR 2016</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>54</b>

<b>WINTER QTR 2017</b>	
INSTR	49
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>53</b>

<b>SPRING QTR 2017</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>54</b>

<b>SUMMER QTR 2017</b>	
INSTR	31
FAC/PREP	0
EXAMS	**
<b>TOTAL</b>	<b>31</b>

Additional undesignated FT faculty days = 6 (excluding summer quarter)

**SEPTEMBER 2016**

S	M	T	W	T	F	S
				1	2	3
4	<b>5</b>	6	7	8	9	10
11	12	13	<b>14</b>	<b>15</b>	<b>16</b>	17
18	<b>19</b>	<b>20</b>	[ <b>21</b> ]	<b>22</b>	<b>23</b>	<b>24</b>
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

**MARCH**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	[ <b>20</b> ]	( <b>21</b> )	< <b>22</b> >	< <b>23</b> >	< <b>24</b> >	25
26	27	( <b>28</b> )	29	30	31	

10/5 to 11/2  
After 11/2  
10/25

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**FALL QUARTER**

9/5	Labor Day *
9/14	Opening Week Begins
9/21	Instruction Begins
11/11	Veterans' Day *
11/24 & 11/25	Thanksgiving *
12/2	Instruction Ends
12/5	Prep Day
12/6, 12/7 & 12/8	Exams
12/13	Grades Due
12/26	Christmas *

**OCTOBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL**

S	M	T	W	T	F	S
						1
2	[ <b>3</b> ]	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1/24 to 2/22  
After 2/22  
2/13

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**WINTER QUARTER**

1/2	New Year's *
1/9	Instruction Begins
1/16	M.L. King Jr. Day *
2/20	Presidents' Day *
3/20	Instruction Ends
3/21	Prep Day
3/22, 3/23 & 3/24	Exams
3/28	Grades Due

**NOVEMBER**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	<b>11</b>
12	13	14	15	16	17	18
19	20	21	22	23	<b>24</b>	<b>25</b>
26	27	28	29	30		

**MAY**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4/17 to 5/15  
After 5/15  
5/5

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**SPRING QUARTER**

4/3	Instruction Begins
5/29	Memorial Day *
6/11	<b>Commencement</b>
6/12	Instruction Ends
6/13	Prep Day
6/14, 6/15 & 6/16	Exams
6/20	Grades Due

**DECEMBER**

S	M	T	W	T	F	S
				1	[ <b>2</b> ]	3
4	( <b>5</b> )	< <b>6</b> >	< <b>7</b> >	< <b>8</b> >	9	10
11	12	( <b>13</b> )	14	15	16	17
18	19	20	21	22	23	24
25	<b>26</b>	27	28	29	30	31

**JUNE**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	[ <b>12</b> ]	( <b>13</b> )	< <b>14</b> >	< <b>15</b> >	< <b>16</b> >
17	18	19	( <b>20</b> )	21	22	23
24	25	[ <b>26</b> ]	27	28	29	30

**JANUARY 2017**

S	M	T	W	T	F	S
						1
2	<b>3</b>	4	5	6	7	8
9	[ <b>9</b> ]	10	11	12	13	14
15	<b>16</b>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JULY**

S	M	T	W	T	F	S
						1
2	3	<b>4</b>	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/6 to 7/27  
After 7/27  
7/20

Drops show as W  
Drops show as Z, NC, or V  
Last day for P/NC option

**SUMMER QUARTER**

6/26	Instruction Begins
7/4	Fourth of July *
8/17	Instruction Ends
	(Exams on last day of class)
8/22	Grades Due

**FEBRUARY**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<b>20</b>	21	22	23	24	25
26	27	28				

**AUGUST**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT TENTATIVE 2017-2018 CALENDAR

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**KEY**

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Boxed, bolded, italic numbers = Holidays

( ) Faculty Prep Days

< > Exam Days

○ Grades Due

[ ] First/Last Day Instruction

FT Faculty Contract Days

\* Campus closed

<b>FALL QTR 2017</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>54</b>

<b>WINTER QTR 2018</b>	
INSTR	49
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>53</b>

<b>SPRING QTR 2018</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>54</b>

<b>SUMMER QTR 2018</b>	
INSTR	31
FAC/PREP	0
EXAMS	**
<b>TOTAL</b>	<b>31</b>

Additional undesignated FT faculty days = 6 (excluding summer quarter)

**SEPTEMBER 2017**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	[20]	21	22	23
24	25	26	27	28	29	30

**MARCH**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	[19]	(20)	<21>	<22>	<23>	24
25	26	(27)	28	29	30	31

10/4 to 11/1

After 11/1

10/24

Drops show as W

Drops show as Z, NC, or V

Last day for P/NC option

**FALL QUARTER**

9/4	Labor Day *
9/13	Opening Week Begins
9/20	Instruction Begins
11/10	Veterans' Day *
11/23 & 11/24	Thanksgiving *
12/1	Instruction Ends
12/4	Prep Day
12/5, 12/6 & 12/7	Exams
12/12	Grades Due
12/25	Christmas *

**OCTOBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**APRIL**

S	M	T	W	T	F	S
1	[2]	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1/23 to 2/21

After 2/21

2/12

Drops show as W

Drops show as Z, NC, or V

Last day for P/NC option

**WINTER QUARTER**

1/1	New Year's *
1/8	Instruction Begins
1/15	M.L. King Jr. Day *
2/19	Presidents' Day *
3/19	Instruction Ends
3/20	Prep Day
3/21, 3/22 & 3/23	Exams
3/27	Grades Due

**NOVEMBER**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4/16 to 5/14

After 5/14

5/4

Drops show as W

Drops show as Z, NC, or V

Last day for P/NC option

**SPRING QUARTER**

4/2	Instruction Begins
5/28	Memorial Day *
6/10	<b>Commencement</b>
6/11	Instruction Ends
6/12	Prep Day
6/13, 6/14 & 6/15	Exams
6/19	Grades Due

**DECEMBER**

S	M	T	W	T	F	S
					[1]	2
3	(4)	<5>	<6>	<7>	8	9
10	11	(12)	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JUNE**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	[11]	(12)	<13>	<14>	<15>	16
17	18	(19)	20	21	22	23
24	[25]	26	27	28	29	30

**JANUARY 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**JULY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**AUGUST**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	[16]	17	18
19	20	(21)	22	23	24	25
26	27	28	29	30	31	

7/5 to 7/26

After 7/26

7/19

Drops show as W

Drops show as Z, NC, or V

Last day for P/NC option

**SUMMER QUARTER**

6/25	Instruction Begins
7/4	Fourth of July *
8/16	Instruction Ends
	(Exams on last day of class)
8/21	Grades Due