

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016**

TAB 2

ACTION

Subject: Two-Year College Calendar

Background

Per the Policy 6000 (College Calendar) Procedures, “The calendar will be recommended to the President for approval by the Board of Trustees no later than the February Board meeting.”

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2017-2018 and 2018-2019 academic calendars:

1. Continued adherence to Policy 6000.
2. Expand the break between Winter and Spring quarter to more than five (5) days.
3. A minimum four (4) week break between Summer and Fall quarters.
4. Each Quarter of the academic year should contain 49 or 50 instructional days with equal number of instructional days for each day of the week.
5. Have a full week of instruction following Thanksgiving.
6. Have a prep day for each quarter
7. Have three (3) final exam days in the same week.
8. Consider shortening opening day by one (1) day, and moving that day to another date within the academic year, for the purpose of professional learning in accordance with Article 7.b.5. Consider the following requests:
 - a. Avoid scheduling this date the Friday before a quarter startup
 - b. Avoid the last two (2) weeks before the quarter ends
 - c. Take into consideration the positive and/or negative impact on students when determining the date

The Calendar Committee attempted to follow the above parameters, working with JU/MC as the calendars were developed. One (1) day was moved from Opening Week to a date in February in both 2017-18 and 2018-2019, for the purpose of professional learning. Extending the break between Winter and Spring quarters was attempted, however was found to have unanticipated consequences to other recommended parameters. For this reason extending the break will be postponed until next year, while more research is conducted. The two completed calendars have been approved by JU/MC and are attached for the Board’s consideration.

Recommendation

It is recommended that the proposed permanent 2017-2018 and the tentative 2018-2019 College Calendars be approved by the Board of Trustees.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
February 16, 2016

To Follow/Attached: Proposed permanent 2017-2018 College Calendar and the tentative 2018-2019 College Calendar.

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT 2017-2018 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

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

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

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

SUMMER QTR 2018	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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
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 *
- 9/14 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
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
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

1/18 to 2/15
After 2/15
2/7

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

WINTER QUARTER

- 1/1 New Year's *
- 1/3 Instruction Begins
- 1/15 M.L.King Jr. Day *
- 2/16 SCC Professional Development
- 2/19 Presidents' Day *
- 3/15 Instruction Ends
- 3/16 Prep Day
- 3/19, 3/20 & 3/21 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
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 Commencement
- 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
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
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

7/5 to 7/26
After 7/26
7/18

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

JANUARY 2018

S	M	T	W	T	F	S
						1
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
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
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
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 2018-2019 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

FALL QTR 2018	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2019	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2019	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2019	
INSTR	31
FAC/PREP	0
EXAMS	—
TOTAL	31

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

SEPTEMBER 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						

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						

10/3 to 10/31 Drops show as W
After 10/31 Drops show as Z, NC, or V
10/23 Last day for P/NC option

FALL QUARTER

- 9/3 Labor Day *
- 9/13 Opening Week Begins
- 9/19 Instruction Begins
- 11/12 Veterans' Day * (observed)
- 11/22 & 11/23 Thanksgiving *
- 11/30 Instruction Ends
- 12/3 Prep Day
- 12/4, 12/5, & 12/6 Exams
- 12/11 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				

1/16 to 2/14 Drops show as W
After 2/14 Drops show as Z, NC, or V
2/6 Last day for P/NC option

WINTER QUARTER

- 1/1 New Year's *
- 1/2 Instruction Begins
- 1/21 M.L.King Jr. Day *
- 2/15 SCC Professional Development
- 2/18 Presidents' Day *
- 3/4 Instruction Ends
- 3/15 Prep Day
- 3/18, 3/19 & 3/20 Exams
- 3/26 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	

4/15 to 5/13 Drops show as W
After 5/13 Drops show as Z, NC, or V
5/3 Last day for P/NC option

SPRING QUARTER

- 4/1 Instruction Begins
- 5/27 Memorial Day *
- 6/9 Commencement**
- 6/10 Instruction Ends
- 6/11 Prep Day
- 6/12, 6/13 & 6/14 Exams
- 6/18 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						

7/3 to 7/25 Drops show as W
After 7/25 Drops show as Z, NC, or V
7/18 Last day for P/NC option

SUMMER QUARTER

- 6/24 Instruction Begins
- 7/4 Fourth of July *
- 8/15 Instruction Ends
- (Exams on last day of class)
- 8/20 Grades Due

JANUARY 2019

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	