

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF MAY 24, 2017**

**TAB 2**

**CONSENT AGENDA**

**Subject: College Calendar (2018 – 2019; 2019 – 2020)**

**Background**

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2018-2019 and tentative 2019-2020 academic calendars:

1. Continued adherence to Policy 6000.
2. A minimum four (4) week break between Summer and Fall quarters.
3. Have four (4) final exam days in the same week.
4. Have a prep day for each quarter.
5. 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.
6. Have a full week of instruction following Thanksgiving.
7. Start each quarter on the same day of the week.
8. Expand the break between Winter and Spring quarter to more than five (5) days.
9. Allow several days after the week of closure for IE advising. (Consult with International Education and the Executive Team).
10. Consider shortening opening week 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 endsTake into consideration the positive and/or negative impact on students when determining the date.

The Calendar Committee attempted to comply with the above parameters, working closely with JU/MC as the calendars were developed, however the committee found it was not possible to have four (4) final exam days in the same week for every quarter in both years, or to start all quarters on the same day of the week in either year.

One (1) day for professional learning was moved from Opening Week to a date in April in 2018-2019, to equalize the number of instructional days in each week of that academic year. That Professional Learning Day reverts back to a day in February on the 2019-2020 calendar, in conjunction with the President's Day holiday.

All quarters on both the 2018-2019 and tentative 2019-2020 calendars have slightly later start dates.

The two completed calendars have been approved by 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 2018-2019 and the tentative 2019-2020 College Calendars.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar  
Shoreline Community College  
May 18, 2017

To Follow/Attached: Proposed permanent 2018-2019 College Calendar and the tentative 2019-2020 College Calendar.

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT 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 - "Legal holidays" and "legislatively recognized days"

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

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

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

SUMMER QTR 2019	
INSTR	31
FAC/PREP	0
EXAMS	--
<b>TOTAL</b>	<b>31</b>

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

**SEPTEMBER 2018**

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	<u>20</u>	<u>21</u>	22
23	<u>24</u>	<u>25</u>	<b>[26]</b>	<b>27</b>	<b>28</b>	29
30						

**MARCH**

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

**OCTOBER**

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

**APRIL**

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

**NOVEMBER**

S	M	T	W	T	F	S
					<b>1</b>	<b>2</b>
4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	10
11	<b>12</b>	<b>13</b>	<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>	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

**MAY**

S	M	T	W	T	F	S
					<b>1</b>	<b>2</b>
4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
11	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
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>	<b>31</b>

**DECEMBER**

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

**JUNE**

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

**JANUARY 2019**

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

**JULY**

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

**FEBRUARY**

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

**AUGUST**

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

**10/10 to 11/7** Drops show as W  
**After 11/7** Drops show as Z, NC, or V  
**10/30** Last day for P/NC option

**FALL QUARTER**

9/3	Labor Day *
9/20	Opening Week Begins
9/26	Instruction Begins
11/12	Veterans' Day * (observed)
11/22	Thanksgiving Day *
11/23	Native American Heritage Day *
12/7	Instruction Ends
12/10	Prep Day
12/11, 12/12 & 12/13	Exams
12/18	Grades Due
12/25	Commonly called Christmas Day *

**1/22 to 2/20** Drops show as W  
**After 2/20** Drops show as Z, NC, or V  
**2/8** Last day for P/NC option

**WINTER QUARTER**

1/1	Commonly called New Year's Day *
1/7	Instruction Begins
1/21	Celebrated as M.L.King Jr. Day *
2/18	Presidents' Day *
3/18	Instruction Ends
3/19	Prep Day
3/20, 3/21 & 3/22	Exams
3/26	Grades Due

**4/17 to 5/16** Drops show as W  
**After 5/16** Drops show as Z, NC, or V  
**5/8** Last day for P/NC option

**SPRING QUARTER**

4/3	Instruction Begins
4/26	Professional Learning Day
5/27	Commonly called Memorial Day *
<b>6/9</b>	<b>Commencement</b>
6/13	Instruction Ends
6/14	Prep Day
6/17, 6/18 & 6/19	Exams
6/25	Grades Due

**7/11 to 8/1** Drops show as W  
**After 8/1** Drops show as Z, NC, or V  
**7/25** Last day for P/NC option

**SUMMER QUARTER**

7/1	Instruction Begins
7/4	Commonly called 4th of July *
8/22	Instruction Ends (Exams on last day of class)
8/27	Grades Due

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT TENTATIVE 2019-2020 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 - "Legal holidays" and "legislatively recognized days"

<b>FALL QTR 2019</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

<b>WINTER QTR 2020</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

<b>SPRING QTR 2020</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

<b>SUMMER QTR 2020</b>	
INSTR	32
FAC/PREP	0
EXAMS	**
TOTAL	32

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

**SEPTEMBER 2019**

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

**MARCH**

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

**10/9 to 11/6** Drops show as W  
**After 11/6** Drops show as Z, NC, or V  
**10/29** Last day for P/NC option

**FALL QUARTER**

9/2	Labor Day *
9/19	Opening Week Begins
9/25	Instruction Begins
11/11	Veterans' Day * (observed)
11/28	Thanksgiving Day *
11/29	Native American Heritage Day *
12/6	Instruction Ends
12/9	Prep Day
12/10, 12/11 & 12/12	Exams
12/17	Grades Due
12/25	Commonly called Christmas Day *

**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
5	<b>[6]</b>	7	8	9	<b>10</b>	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**1/23 to 2/24** Drops show as W  
**After 2/24** Drops show as Z, NC, or V  
**2/12** Last day for P/NC option

**WINTER QUARTER**

1/1	Commonly called New Year's Day *
1/8	Instruction Begins
1/20	Celebrated as M.L.King Jr. Day *
2/14	Professional Learning Day
2/17	Presidents' Day *
3/20	Instruction Ends
3/23	Prep Day
3/24, 3/25 & 3/26	Exams
3/31	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
24	25	26	27	<b>28</b>	<b>29</b>	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	<b>25</b>	26	27	28	29	30
31						

**4/20 to 5/18** Drops show as W  
**After 5/18** Drops show as Z, NC, or V  
**5/8** Last day for P/NC option

**SPRING QUARTER**

4/6	Instruction Begins
5/25	Commonly called Memorial Day *
<b>6/7</b>	<b>Commencement</b>
6/15	Instruction Ends
6/16	Prep Day
6/17, 6/18 & 6/19	Exams
6/23	Grades Due

**DECEMBER**

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

**7/8 to 7/29** Drops show as W  
**After 7/29** Drops show as Z, NC, or V  
**7/23** Last day for P/NC option

**SUMMER QUARTER**

6/29	Instruction Begins
7/3	Commonly called 4th of July * (observed)
8/20	Instruction Ends (Exams on last day of class)
8/25	Grades Due

**JANUARY 2020**

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

**JULY**

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	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	<b>17</b>	18	19	20	21	22
23	24	25	26	27	28	29

**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	<b>[20]</b>	21	22
23	24	(25)	26	27	28	29
30	31					

Holidays are as defined in RCW 1.16.050(1)(b)-(k)