SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 26, 2014

#### **ACTION**

Subject: Approval of College Calendars (Academic Years: 2015-2016; 2016-2017)

## **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.

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2015–2016 and 2016-2017 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; (2) Classified staff; and (6) Faculty. The Chair is a voting member. The committee developed and constructed the 2015–2016 and 2016–2017 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 proposed permanent 2015–2016 and the tentative 2016–2017 College Calendars be approved by the Board of Trustees.

Prepared by: Chris Melton

Registrar – Enrollment Services Shoreline Community College

February 06, 2014

## SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2015-2016 CALENDAR

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

### KEY

Shaded areas = Instructional Days Boxed, bold, italic numbers = Holidays

() Faculty Prep Days < > Exam Days

- O Grades Due
- [] First/Last Day Instruction
- \_\_ FT Faculty Contract Days

 FALL QTR 2015

 INSTR
 50

 FAC/PREP
 1

 EXAMS
 3

 TOTAL
 54

WINTER QTR 2016 INSTR FAC/PREP EXAMS TOTAL

 SPRING QTR 2016

 INSTR
 50

 FAC/PREP
 1

 EXAMS
 3

 TOTAL
 54

SUMMER QTR 2016 31 0 \*\* INSTR FAC/PREP EXAMS TOTAL 31

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

SEPT S	EMBE M	<u>ER</u> T	2015 W	т	F	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	<u>16</u>	<u>17</u>	<u>18</u>	19
20	21	<u>22</u>	[23]	24	25	26
27	28	29	30			

MAF	<u>RCH</u>					
S	M	Т	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		

OCTO S	BER M	т	w	т	F	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
40	40	20	24	22	22	24

APR S	RIL M	т	w	т	F	s
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

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27 28

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29	30	31				

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22	23	24	25	26	27	28
29	30					

**DECEMBER** 

**FEBRUARY** 

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27	28	29	30	31		

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

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3	[4]	5	6	7	8	9

S	М	Т	w	Т	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** 

					1	2
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AUG S	UST M	<u>г</u> т	w	т	F	s
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7	8	9	10	[11]	12	13
14	15	(16)	17	18	19	20
21	22	23	24	25	26	27
20	20	20	24			

10/7 to 11/4 Drops show as W After 11/4 Drops show as Z, NC or V 10/27 Last day for P/NC option

FALL QUAR	TER
9/7	Labor Day (campus closed)
9/16	Opening Week Begins
9/23	Instruction Begins
11/11	Veterans' Day (campus closed)
11/26 & 27	Thanksgiving (campus closed)
12/4	Instruction Ends
12/7	Prep Day
12/8, 9 & 10	Exams
12/15	Grades Due
12/25	Christmas (campus closed)

1/19 to 2/17 Drops show as W After 2/17 Drops show as Z, NC, or V 2/8 Last day for P/NC option

WINTER	QUARTER
1/1	New Year's (campus closed)
1/4	Instruction Begins
1/18	M. L. King Jr. Day
	(campus closed)
2/15	Presidents' Day (campus closed)
3/14	Instruction Ends
3/15	Prep Day
3/16, 17	& 18 Exams
3/22	Grades Due
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4/11 to 5/9 Drops show as W After 5/9 Drops show as Z, NC or V 4/29 Last day for P/NC option

SPRING QU	ARTER
3/28	Instruction Begins
5/30	Memorial Day (campus closed)
6/5	Commencement
6/6	Instruction Ends
6/7	Prep Day
6/8, 9 & 10	Exams
6/14	Grades Due

6/29 - 7/21 Drops show as W After 7/21 Drops show as Z, NC, or V 7/14 Last day P/NC option

SUMMER	R QUARTER
6/20	Instruction Begins
7/4	Fourth of July (campus closed)
8/11	Instruction Ends
	(Exams on last day of class)
8/16	Grades Due

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

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

#### KEY

 $Shaded\ areas = Instructional\ Days$   $Boxed,\ bold,\ italic\ numbers = Holidays$ 

( ) Faculty Prep Days <> Exam Days

O Grades Due

[] First/Last Day Instruction

\_\_ FT Faculty Contract Days

 WINTER QTR 2016

 INSTR
 50

 FAC/PREP
 1

 EXAMS
 3

 TOTAL
 54

 WINTER QTR 2017

 INSTR
 49

 FAC/PREP
 1

 EXAMS
 3

 TOTAL
 53

 SPRING QTR 2017

 INSTR
 50

 FAC/PREP
 1

 EXAMS
 3

 TOTAL
 54

| SUMMER QTR 2017 | INSTR | 31 | FAC/PREP | 0 | EXAMS | \*\* | TOTAL | 31

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

SEP1	EMBE M	<u>ER</u> T	2016 W	; T 1	<b>F</b> 2	<b>S</b> 3	MA S	RCH M	т	w	т	F	s
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27	28	29	30				28	29	30	31			
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11	12	13	14	15	16	17	11	[12]			<u>&lt;15&gt;</u>	<u>&lt;16&gt;</u>	17
18 25	19 <b>26</b>	20 27	21 28	22 29	23 30	24 31	18 25	19 <b>[26]</b>	(20) <b>27</b>	21 <b>28</b>	22 <b>29</b>	23 30	24
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29	30	31					23	24	25	26	27	28	29
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<b>FEBF S</b> 5	M 6	T 7	1 8	2 9	3 10	4 11	<b>S</b>	M 7	1 8	2 9	3 10	4 11	5 12
<b>FEBF S</b> 5 12	M 6 13	7 14	1 8 15	2 9 16	3 10 17	4 11 18	<b>S</b> 6 13	M 7 14	1 8 15	2 9 16	3 10 [17]	4 11 18	5 12 19
<b>FEBF S</b> 5	M 6	T 7	1 8	2 9	3 10	4 11	<b>S</b>	7 14 21	1 8	2 9	3 10	4 11	5 12

10/5 to 11/8 Drops show as W After 11/8 Drops show as Z, NC, or V 10/25 Last day for P/NC option

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

1/24 to 2/23 Drops show as W After 2/23 Drops show as Z, NC, or V 2/13 Last day for P/NC option

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

4/17 to 5/15 Drops show as W After 5/15 Drops show as Z, NC, or V 5/5 Last day for P/NC option

SPRING QUA	ARTER
4/3	Instruction Begins
5/29	Memorial Day (campus closed)
6/11	Commencement
6/12	Instruction Ends
6/13	Prep Day
6/14,15 & 16	Exams
6/20	Grades Due

7/6 to 7/27 Drops show as W After 7/27 Drops show as Z, NC, or V 7/20 Last day for P/NC option

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

Draft 01/03/14 2/21/2014