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

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 ends

Take 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

KEY								(Th	is calenda	ar is not o	fficial until	approved	by the C	ollege B	pard of Trustee	es)
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<u>SEPT</u>	EMBE	<u>R 20</u>	<u>18</u>					MAR	<u>сн</u>							
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23	24	25	[26]	27	28	29		24	25	26	27	28	29	30		9/26
30								31								11/1 11/2
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18 25	19 26	20 27	21 28	22 29	23 30	24		19 26	20 27	21 28	22 29	23 30	24 31	25		2/18 3/18
25	20	21	20	29	30			20	21	20	29	30	31			3/18
																3/20 3/26
DECE	EMBER	<u> </u>						JUNE								3/20
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9 16	(10)		<u><12></u>		14	15		9	10	11	12	[13]	(14)	15		
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3 10	4 11	5 12	6 13	7 14	8 15	9 16		4 11	5 12	6 13	7 14	8 15	9 16	10 17		7/1 7/4
17	18	19	20	21	22	23		18	19	20	21	[22]	23	24		8/22
24	25	26	27	28				25	26	(27)	28	29	30	31		8/27

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 9/20 9/26 11/12 11/22 11/23 12/7 12/10 12/11, 12/12 & 12/13 12/18 12/25	Labor Day * Opening Week Begins Instruction Begins Veterans' Day * (observed) Thanksgiving Day * Native American Heritage Day * Instruction Ends Prep Day Exams Grades Due 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 1/7 1/21 2/18 3/18 3/19 3/20, 3/21 & 3/22 3/26	Commonly called New Year's Day * Instruction Begins Celebrated as M.L.King Jr. Day * Presidents' Day * Instruction Ends Prep Day Exams 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 4/26 5/27 6/9 6/13 6/14 6/17, 6/18 & 6/19 6/25	Instruction Begins Professional Learning Day Commonly called Memorial Day * Commencement Instruction Ends Prep Day Exams 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	Instruction Begins
7/1	Commonly called 4th of July *
7/4	Instruction Ends
8/22	(Exams on last day of class)
8/27	Grades Due

SUMMER QTR 2019INSTR31FAC/PREP0EXAMS--TOTAL31

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN **DRAFT TENTATIVE 2019-2020 CALENDAR**

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

<u>3</u> 54

WINTER QTR 2020INSTR50FAC/PREP1

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

т F s

т F s

т F s

т

т F s

т F s

F s 3/31

EXAMS TOTAL

SPRING QTR 2020INSTR50FAC/PREP1EXAMS3TOTAL54

KEY Shaded, bolded areas = Instructional Days Boxed, bolded, italic numbers = Holidays

DUX	su, bolueu, italic fluitibers = floir	u
()	Faculty Prep Days	

<	>	Exam	Days
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Grades Due

[] First/Last Day Instruction

FT Faculty Contract Days

* Campus closed - "Legal holidays" and "legislatively recognized days"

FALL QTR 2019 INSTR 50

FAC/PREP EXAMS TOTAL

SEPTEMB S M 1 2 8 9 15 16 22 23 29 30	ER 20 ⁻ T 3 10 17 <u>24</u>	19 W 4 11 18 [25]	T 5 12 <u>19</u> 26	F 6 13 <u>20</u> 27	S 7 14 21 28	<u>MAR</u> (<u>s</u> 1 8 15 22 29	CH M 2 9 16 (23) 30	T 3 10 17 < <u>24></u> 3)	W 4 11 18 <25>	T 5 12 19 <26>	F 6 13 [20] 27
OCTOBER S M 6 7 13 14 20 21 27 28	T 1 8 15 22 29	W 2 9 16 23 30	T 3 10 17 24 31	F 4 11 18 25	S 5 12 19 26	APRI S 5 12 19 26	L M [6] 13 20 27	T 7 14 21 28	W 1 8 15 22 29	T 2 9 16 23 30	F 3 10 17 24
NOVEMBE S M 3 4 10 11 17 18 24 25	ER T 12 19 26	W 6 13 20 27	T 7 14 21 28	F 1 8 15 22 29	S 2 9 16 23 30	MAY S 10 17 24 31	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 1 8 15 22 29
DECEMBE S M 1 2 8 (9) 15 16 22 23 29 30	T 3 (10) (17) 24 31	₩ 4 <11> 18 25	T 5 < <u>12></u> 19 26	F [6] 13 20 27	S 7 14 21 28	JUNE S 7 14 21 28	M 1 8 [15] 22 [29]	T 2 9 (16) 23 30	W 3 10 <u><17></u> 24	T 4 11 < <u><18></u> 25	F 5 12 <19> 26
JANUARY S M 5 6 12 13 19 20 26 27	2020 T 7 14 21 28	W 1 [8] 15 22 29	T 2 9 16 23 30	F 3 10 17 24 31	S 4 11 18 25	JULY S 5 12 19 26	6 13 20 27	T 7 14 21 28	W 1 8 15 22 29	T 9 16 23 30	F 3 10 17 24 31
FEBRUAR S M 2 3 9 10 16 17 23 24	Y T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 <u>14</u> 21 28	S 1 8 15 22 29	AUGI S 2 9 16 23	UST M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 [20] 27	F 7 14 21 28

10/9 to 11/6 After 11/6 10/29	Drops show as W Drops show as Z, NC, or V 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 *	

SUMMER QTR 2020 INSTR 32 FAC/PREP 0 EXAMS **

EXAMS TOTAL

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

4/20 to 5/18 After 5/18 5/8	Drops show as W Drops show as Z, NC, or V Last day for P/NC option
SPRING QUARTER	<u>.</u>
4/6	Instruction Begins
5/25	Commonly called Memorial Day *
6/7	Commencement

Grades Due

6/7	Commencement
6/15	Instruction Ends
6/16	Prep Day
6/17, 6/18 & 6/19	Exams
6/23	Grades Due

7/8 to 7/29 Atfer 7/29 7/23	Drops show as W Drops show as Z, NC, or V Last day for P/NC option
SUMMER QUAR	RTER
6/29	Instruction Begins
7/3	Commonly called 4th of July *
110	(observed)
8/20	