

**SADDLEBACK COLLEGE**

**ACADEMIC CALENDAR COMMITTEE  
BY-LAWS**

## Table of Contents

<b>Section</b>	<b>Title</b>	<b>Page</b>
1.	Preface .....	1
2.	General Responsibilities for Development and Approval of the Academic Calendar .....	1
2.1	Academic Calendar Committee .....	1
2.2	Saddleback College Academic Senate .....	1
3.	Saddleback College Academic Calendar Committee Guidelines and Bylaws .....	1
3.1	Responsibilities of the Academic Calendar Committee .....	1
3.2	Membership .....	1
3.3	Responsibilities .....	2
4.	Chair Selection & Responsibilities .....	2
4.1	Selection .....	2
4.2	Responsibilities .....	2
	Appendix A – Guidelines .....	3
	Appendix B – Terminology .....	4

## **ACADEMIC CALENDAR COMMITTEE BY-LAWS**

### **1. Preface**

The purpose of this handbook is to define and delineate the functions of the Academic Calendar Committee (the committee); and, more importantly, to provide information to facilitate faculty and staff in the development and potential revisions of the Academic Calendar.

### **2. General Responsibilities for Development, Review and Approval of Academic Calendar**

#### **2.1 Academic Calendar Committee**

It shall be the responsibility of the Saddleback College Academic Calendar Committee members prior to the deliberations leading to the development of a draft calendar to be fully informed of the requirements as they pertain to academic calendars (see Appendix A).

#### **2.2 Saddleback College Academic Senate**

1. It shall be the responsibility of the Saddleback College Academic Senate to appoint the Chair of the Academic Calendar Committee based on a recommendation of the committee. If the committee cannot reach a consensus, the Chair will be recommended by the Executive Committee of the Academic Senate and appointed by the senate.
2. The process for nomination and appointment of all faculty members serving on the Academic Calendar Committee shall be made by the Academic Senate. The Academic Senate will maintain a list of the approved members and their alternates.
3. The Academic Senate may refer policy and Academic Calendar decisions to the Academic Calendar Committee for reconsideration, or for provision of rationale or minority reports.
4. The Academic Senate will approve and forward its proposed academic calendar to the District Academic Calendar Committee during the Fall semester.

### **3. Saddleback College Academic Calendar Committee Guidelines & Bylaws**

#### **3.1 Responsibilities of the Academic Calendar Committee are to review, recommend and forward to the Academic Senate for approval the following:**

1. Policies, procedures and standards to be applied in the development, approval and review of the college Academic Calendar
2. All Academic Calendar proposals
3. Revisions to Academic Calendar Committee procedures

#### **3.2 Membership**

1. Membership of the Academic Calendar Committee shall be as follows:
  - Chair- Faculty Member (non-voting, except in a tie)
  - Vice President for Instruction (Advisory, non-voting)
  - One Faculty Member from each of the recognized 11 instructional areas (voting)
  - Classified Senate Representative (Advisory, non-voting)
  - ASG Representative (Advisory, non-voting)
  - Academic Senate President or designee (Advisory, non-voting)

2. Alternates
  - Each member should also have an alternate representative.
3. Quorum
  - A quorum consists of six voting members.
4. Meetings
  - The schedule for meetings will be approved by the membership. The committee shall meet in the Spring semester to begin to develop a draft academic calendar for Senate approval by October 1<sup>st</sup>.
  - An orientation meeting will be held to familiarize committee members with academic calendar guidelines and procedures.
  - Additional meetings may be held in the Fall semester.
5. Voting
  - A motion shall carry with a simple majority vote of the members present.

### **3.3 Membership Responsibilities**

All members of the Academic Calendar Committee shall be required to do the following in the development of the Academic Calendar:

- Attend meetings. A member/alternate who misses two consecutive meetings may be replaced.
- Review minutes.
- Review Academic Calendar presentations.
- Review all Academic Calendar matters with respective divisions/constituencies.

## **4. Chair Selection & Responsibilities**

### **4.1 Selection**

1. It shall be the responsibility of the Saddleback College Academic Senate to appoint the Chair of the Academic Calendar Committee based on a recommendation of the committee. If the committee cannot reach a consensus, the Chair will be recommended by the Executive Committee of the Academic Senate and appointed by the senate.
2. The Chair must be a faculty member.

### **4.2 Responsibilities**

1. Manages flow of meetings and places limitations on the time of discussions during meetings.
2. Notifies membership of meetings.
3. Reports to the Academic Senate.
4. Coordinates Academic Calendar Committee related communications between Saddleback College and all external agencies, e.g. Irvine Valley College; the District Office and the State Chancellor's office.
5. Serves as a member of the District Academic Calendar Committee and other related committees as needed.
6. Stays informed of California regulatory standards related to academic calendars.
7. Supervises the orientation of new members and on-going training of continuing members.
8. Signs off on final version of Academic Calendar recommendations to the Academic Senate.

## **Appendix A**

### **Guidelines**

1. Academic Calendar must include nine days of Flex as per agreement with the California Community Colleges Chancellor's office. This is in lieu of two weeks of instruction.
2. The State requires 35 total weeks of instruction (two of which are accounted for SOCCCD as Flex).
3. Each college may develop a special final exam schedule during the last week of each term.
4. The calendar must allow for sufficient instructional hours (see *Student Attendance Accounting Manual Addendum Concerning Academic Calendars, Course Scheduling, and Related Topics*).
5. Both the State of California and the SOCCCD issue a list of holidays that must be followed.
6. After consultation with Classified staff representatives, Classified days off will be indicated on Academic Calendar.
7. Academic Calendar must include three "contract days" per Faculty Association Contract. These are non-instructional days.
8. If the committee chooses, two proposed calendars may be sent to the Academic Senate for consideration.

## Appendix B Terminology

1. **Instructional Days:** Days campus offers minimum three hours of courses. There is a State minimum of 175. However, this number is more applicable to K-12. A far more important instructional minimum for a community college is the instructional hours.
2. **Instructional Hours:** Total number of hours taught in a class for the semester. These hours are met by a specific amount of class time every week. See *Student Attendance Accounting Manual Addendum Concerning Academic Calendars, Course Scheduling, and Related Topics*.
3. **Compressed Calendar:** Teaching less than the state required 175 days. This involves longer class sessions so total instructional hours would not change. SOCCCD does not have this.
4. **Flex Days:** Professional development days in lieu of instruction – reduces required instructional hours. This is done in agreement with the State Chancellor’s Office. Currently, SOCCCD has nine flex days