

EL CAMINO COLLEGE  
El Camino College Calendar Committee  
Minutes  
October 23, 2017

Present: Stacey Allen, Debra Breckheimer, Mattie Eskridge, Chris Jeffries, Cesar Jimenez, Anam Khan, Beverly Knapp, Marta Maaza, Alice Martinez, Ross Miyashiro, William Mulrooney, Dipte Patel, Barbara Perez, Lavonne Plum, Jean Shankweiler, Gregory Toya

Excused: Tom Brown, June Curtis, Vince Palacios, Jose Villalobos, Will Warren

A scheduled meeting of the El Camino College Calendar Committee convened at 3:35 pm in Library 202.

Approval of Minutes – September 25, 2017

The Minutes of September 25, 2017 were approved with necessary adjustments.

**Approval of Revised 2018 Summer School Calendar**

The Calendar Committee considered the following options for the second, six-week session for summer 2018:

- June 18 through July 26 (23 days)
- June 25 through August 2(23 days)
- July 2 through August 9 (23 days)

There was discussion that if five-week classes are considered, this would most likely extend the time for students taking five-unit classes. If considering either a five-week or six-week session, this would not be a major problem for Admissions & Records or Information Technology Services as this would not be an overlap of the start of the fall semester. Although we want to consider a short break for high school students who are graduating and starting the summer session, students will usually show up if they are committed to attending the summer session. Considering pre-requisites, there are some students who still will not be eligible to attend because of pre-requisite requirements. Every effort will be made to assist these students. Torrance Unified and Redondo Beach Unified will graduate their high school students on June 20. The Calendar Committee; therefore, put forth the following options:

- Option 1: June 25 through August 2 (23 days)
- Option 2: July 2 through August 9 (23 days)
- Option 3: July 9 through August 15 (23 days)

With a majority vote, the Calendar Committee recommended

Option 2: July 2 through August 9 (23 days) for the second six-weeks summer session for 2018.

The revised Summer School Calendar for 2018 will be presented to the Board of Trustees for approval at the November 20, 2017 Board meeting.

## **2018/2019 School Calendar**

### **Spring Semester 2019**

In reviewing the start of the proposed Spring Semester 2019, the Calendar Committee first considered the start and ending of the Winter Session, Lincoln's Holiday, and the beginning of the Spring Semester 2019.

Winter Session – 2019 - January 3 through February 5 (23 days)

Flex Days – February 6-7

Lincoln's Holiday – February 8

Spring Semester begins February 9 through June 7

The Winter Session typically totals 23 days, but there was a request to consider 24 days: January 3 through February 6 (24 days). The Calendar Committee considered the options of adding one additional day to the Winter Session; however, because this would present a “flipping” of calendars because of the calendar configuration for the Winter 2019/2020 Calendar, it was stated that for schedule development, it would be easier if the Winter Session remains at 23 days, rather than changing to 24 for Winter 2019.

With a majority vote, the Calendar Committee recommended the following Calendar for Winter 2019:

January 3 through February 5 (23 days)

### **Lincoln's Holiday**

The Committee reviewed the placement of Lincoln's Holiday. The holiday may be observed on any of the following days:

Friday, February 8, Monday, February 11, and Friday, February 15.

Suggestions were made to move the holiday to Friday, February 15; however, this would require the adding of one day of instruction. If the holiday remains on the 8<sup>th</sup>, this would not involve a day of instruction. Because of the change in the law involving shortened calendars and the number of days of instruction, you add in as many Saturdays as needed to get the 175 days of instruction. It was noted that students preferred moving the holiday to Friday, February 15, which provided a 4-day weekend culminating with Washington's holiday on February 18. Class would resume on February 19. The placement of the

holiday would involve taking away either a Friday or Monday class day of instruction if moved to the 15th. Also, there are Fridays only and Saturdays only classes such as Anatomy and Physiology. It was pointed out that at the beginning of the Spring Semester for Spring 2017, Counseling Division opened to serve students the second Saturday of the semester and Admissions staff was available in Counseling to assist as well. With the proposed calendar, this will give Counseling and Admissions the same opportunity to assist students with counseling and admissions.

It was agreed to observe Lincoln's Holiday on Friday, February 8.

### Summer Calendar – 2019

The Calendar Committee reviewed the dates for Summer 2019 and agreed to add the second, six-weeks session to the proposed calendar:

First six-weeks: June 17 through July 25 (23 days)  
Second six-weeks: July 1 through August 8 (23 days)  
Eight-weeks: June 17 through August 8 (31 days)

### 2019/2020 School Calendar

The Calendar Committee discussed the proposed 2019/2020 School Calendar:

#### Lincoln's Holiday

Suggested dates for the holiday:

Friday, February 7, Monday, February 10, and Friday, February 14

If February 7 is added as the holiday, this will give an additional day of instruction and this helps enrollment. The Committee agreed to move Lincoln's Holiday to Friday, February 7.

#### Flex Days

The Calendar Committee discussed the placement of Flex Days. Flex days are typically on Wednesday and Thursday during the spring following the close of the Winter Session. However, in order to give faculty a break in their teaching schedule, the Committee agreed to move Flex Days to Thursday and Friday, February 13 and 14.

### Summer 2020

The Calendar Committee discussed adding a second, six-weeks session to Summer 2020. The following Summer 2020 schedule is being recommended:

First Six Weeks: June 22 through July 30 (23 days)  
Second Six Weeks: July 7 through August 13 (23 days)  
Eight Weeks: June 22 through August 13 (31 days)

The 2018/2019 and 2019/2020 School Calendars are being recommended for review by College Council and then for Board approval at the December 18 Board meeting.

**Adjournment**

Jean Shankweiler thanked the committee for their review and approval of the Revised Summer Session for 2018 and the recommendation of a two-year calendar – 2018/2019 and 2019/2020.