

SOLANO COMMUNITY COLLEGE DISTRICT

ACADEMIC CALENDAR

6500

PROCEDURES

The Solano College Academic Calendar Advisory Committee will convene during the Fall semester of each Academic Year to develop the initial (Draft #1) of a three-year Academic Calendar. Committee members will take Draft #1 and review with constituents. The Academic Calendar Advisory Committee will consist of the following members:

Chair of the Committee:

Vice President of ~~Student Services~~ *Academic Affairs*

Members of the Committee:

1 Designated Solano College Faculty Association representative

1 Designated Academic Senate representative

1 Designated Flex-Cal Committee Representative

1 ~~Curriculum Office representative~~ *Scheduling Specialist*

1 Designated CSEA representative

1 Designated Operating Engineers representative

1 Designated ASSC Student representative

1 School Dean

1 School Administrative Assistant

~~Associate Dean, Financial Aid, EOPS/CARE & Veterans~~

Vice-President of ~~Academic Affairs~~ *Student Services*

~~Director of Records and Registration~~ *Dean of Enrollment Services*

The Committee will then reconvene to review recommended changes. Once the calendar has been completed, a final draft will be forwarded to the Solano College Faculty Association (SCFA) and Solano College Board of Trustees for approval as specified in Article 23.1 of the Solano College Faculty Association Agreement.

Flexible Calendar

Per the SCFA Agreement, Article 23, there are 175 contract days per academic year. Of the 175 days, there will be no more than seven (7) Flexible Calendar days with no more than two (2) required days and no more than five (5) optional days. The distribution of the instructional and Flexible Calendar days may also vary from semester to semester and year-to-year to meet state mandates. The seven (7) days will be divided as follows:

- Two (2) required days, one of which will be at the beginning of each semester for “all District/school/department/division/area” activities as provided by Title 5 and AB 1725.

- Five (5) optional flexible days scheduled for on-campus or off-campus activities as specified in individual contracts with written approval of Dean. The activities will be based on Flex-Cal criteria as identified in Title 5.
- Participation at commencement shall count for four optional flex hours.

There must be 35 instructional weeks across fall/spring - 17/18 instructional weeks.

For a week to be considered an instructional week there must be 3 instructional days.

For a day to be considered an instructional day there must be 3 hours of instruction.

There can be a non-instructional week and still have class (i.e. Thanksgiving week). Class hours meet Carnegie Unit Requirement for all unit value classes. Final hours-2 hours per standard 3 unit course; evening and weekend on last class meeting.

Observance of Holidays

Holidays shall be observed on the date established by law and by Governing Board designation. If a designated holiday falls on a Saturday, the Friday preceding said day shall be considered the legal holiday. If a designated holiday falls on Sunday, the Monday following said day shall be considered the legal holiday.

The District will observe the following holidays provided by the Chancellor's Office (non-instructional days) and other negotiated and locally-approved holidays:

- Labor Day
- Veteran's Day on Veteran's Day
- *Day before Thanksgiving Day (SCFA Holiday)
- Thanksgiving Day
- Friday immediately following Thanksgiving Day (Local)
- Christmas Day
- Day after Christmas (District Holiday)
- New Year's Day
- Day after New Year's (District Holiday)
- Dr. Martin Luther King Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day (if falls on non-instructional day, observance will be on first day prior according to both SCFA and CSEA contracts)
- If Easter falls before April 15th, Spring break will be scheduled after Easter. If Easter falls on April 15th or later, Spring break will be scheduled before Easter. In no case, however, shall Spring break be scheduled within four weeks of the beginning of final exams.

Considerations

- The Academic Calendar Advisory Committee will take into consideration both the faculty contract, the CSEA contract, and Local 39, Operating Engineers contract, as well as Chancellor's Office guidelines according to California Education Code and Title 5.
- The summer session should begin after the end of Academic year for local high schools.
- Commencement should be scheduled during the evening
- End all terms in time for teaching faculty to meeting deadlines for grade submissions and all end-of-term processing.

*To meet state mandates in some years, the Wednesday before Thanksgiving may be scheduled as an optional flex day.

REFERENCES/

AUTHORITY: California Education Code, Section 70902
Title 5 Sections 55700 et seq. and 58142

ADOPTED: September 28, 2016

REVISED: _____

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POLICY: The Superintendent-President shall, in consultation with the appropriate groups, develop and submit to the Board for approval, an academic calendar. ~~The District management is authorized to schedule classes on Saturday or Sunday or both days.~~

**REFERENCES/
AUTHORITY:** California Education Code, Section 70902(b) (12)

ADOPTED: December 19, 2001

REVISED: January 17, 2007; March 1, 2017; _____