

SOLANO COMMUNITY COLLEGE DISTRICT

ACADEMIC CALENDAR

6500

PROCEDURES

The Solano College Academic Calendar Committee will convene during the Fall semester of each Academic Year to develop the initial draft academic calendar, ensuring that at least two years of future academic calendars are approved. Committee members will review the draft with constituents. The Committee will then reconvene to review recommended changes, if needed. 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.

The Academic Calendar Committee will consist of the following members:

Chair of the Committee:

Vice President of Academic Affairs

Members of the Committee:

- 1 Solano College Faculty Association representative designated by the SCFA President
- 1 Academic Senate representative designated by the Academic Senate President
- 1 Flex-Cal Committee Representative designated by the Academic Senate President
- 1 Scheduling Specialist designated by the Vice President of Academic Affairs
- 1 CSEA representative designated by the CSEA President
- 1 Operating Engineers representative designated by the Local 39 President
- 1 ASSC Student representative designated by the Director of Student Life
- 1 School Dean designated by the Vice President of Academic Affairs
- 1 School Administrative Assistant designated by the Vice President of Academic Affairs
- Vice-President of Student Services
- Dean of Enrollment Services

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.

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:

- Juneteenth
- Labor Day
- Veteran's Day on Veteran's Day
- Day before Thanksgiving Day (SCFA Non-Teaching Day)
- 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)
- To the greatest extent possible, Spring Break will be scheduled to align with the College's largest feeder district, the Fairfield-Suisun Unified School District.

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 highschools.
- 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.

REFERENCES/

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

ADOPTED: September 28, 2016

REVISED: December 2, 2019; January 24, 2024