

El Camino College
Calendar Committee Meeting Minutes

Date: May 31, 2019

Time: 3:00-4:00 p.m.

Location: Library 202

Present: Debra Breckheimer, Joshua Casper, Bridget Delahunt, Chris Gold, Beverly Knapp, Art Leible, Alice Martinez, Ross Miyashiro, Lucy Nelson, Dipte Patel, Jean Shankweiler, Vladimir Vasquez

The meeting began at 3:05 p.m.

Approval of the April 25, 2019 Meeting Minutes

1. Legal review of the July 4, 2020 holiday issue will be on this Monday's cabinet agenda.
2. A motion was made to approve the meeting minutes. The motion was approved by majority vote, with one abstention.

Action Item: Approval of the Academic Calendar Year 2020-2021

1. ECCFT contract, Article 15 – Holidays, page 87 states when July 4 falls on a Friday or Saturday, the preceding Thursday (i.e. July 2, 2020) must be observed. This will be discussed at the next Calendar Committee meeting in fall. Will have legal consultation results by then.
2. The math faculty proposed extending Winter 2020 by three days. This may be a discussion better suited in Academic Senate. Recommend adding this proposal to an Academic Senate agenda for future discussion.
 - a. Adding additional days in winter will complicate the schedule. Will need to create additional 5- and 6-week schedules in winter.
3. ECCFT Federation brought up a question about finals occurring during commencement day for graduating students or family members. Can spring begin the week before by a day and not have classes on commencement day? For 2020-21, there is no option to move the mandated Lincoln and Washington's holidays. Students can arrange with their instructors to take their finals earlier if their final falls on commencement day.
4. Amendments to the draft School Year Calendar 2020-2021:
 - o **Add parentheses to Friday, December 18, 2020.**
 - o **Add parentheses to Friday, February 5, 2021.**
 - o **Add parentheses to Thursday, July 2, 2020.**
 - o **Add footnote to calendar – faculty contract: Article 15, page 87.**
 - o **Add footnote to calendar – classified contract: Article 5, section 1(c), page 17.**
5. Amendment to the School Year Calendar 2020-2021 Holidays for 12-Month Employees list:
 - o **A motion was made to move Veteran's Holiday to November 11, 2020, on the actual day Veteran's holiday is observed (as done in the past). The motion passed with none opposed and no abstentions.**
6. Amendment to the School Year Calendar 2020-2021 Eight-Week Course Dates:
 - o **Correct Fall 2020 – First Eight Weeks to August 22 through October 16 and Second Eight Weeks to October 17 through December 11.**
 - o **Correct Spring 2021 – Second Eight Weeks to April 17 through June 11.**

7. Amendment to the Summer Calendar 2021 under Summer Four-Day Workweek Schedule-2021:
 - **Correct “...the last Friday off is August 13, 2021.”**
8. A motion was made to approve 2020-21 calendar with the amendments listed above. The vote to pass the motion was unanimous.

Discussion on Eid al-Fitr

1. Two students from the Islamic club asked about observance of their religious holiday, Eid al-Fitr. New York City schools recognize this holiday that takes place at the end of Ramadan.
2. ECCFT contract – faculty members who wish to celebrate a religious holiday can take a personal day. If the holiday falls on a finals day, the dean of the division would have to find a substitute. The College does not close and students would not be excused from taking the final exam. However, faculty can move their finals to another day to try to accommodate student.
3. Ask Marketing & Communications to send out a message to faculty asking them to try to accommodate students observing their religious holidays. The Islamic holiday will take place on June 3 and June 4 this year. Should this be added to the attendance policy?

The meeting adjourned at 4:04 p.m.