

Calendar Committee Zoom Meeting
October 29, 2020, 3:30pm-4:30pm

Members: Pretty Abraham, Ali Ahmadpour, Stacey Allen, Loic Audusseau, Debra Breckheimer, Bridget Delahunt, Chris Gold, Jorge Gutierrez, Chris Jeffries, Lillian Justice, Beverly Knapp, Lissette Marquez, Alice Martinez, Lucia Ordonez, Dipte Patel, Lavonné Plum, Jean Shankweiler, Greg Toya

Chair: Ross Miyashiro

Recorder: Lucy Nelson

Attendees: Pretty Abraham, Stacey Allen, Loic Audusseau, Bridget Delahunt, Chris Gold, Chris Jeffries, Lillian Justice, Beverly Knapp, Lissette Marquez, Alice Martinez, Lucia Ordonez, Dipte Patel, Lavonné Plum, Jean Shankweiler, Greg Toya

Guest: Viviana Unda

The meeting began at 3:33 p.m.

Committee members were introduced including new members Pretty Abraham, Lucia Ordonez, Loic Audusseau, and Lissette Marquez.

2019-2020 Calendar Committee Self-Evaluation Report (Viviana Unda)

1. This survey is conducted every year in June or at the end of the academic year. The Calendar Committee is one of six college consultation committees and recommends to the Superintendent/President and Board of Trustees the District School Year Calendar. The purpose of a self-evaluation is for input to set up the committee's annual goals.
2. Chairs from all consultation committees should: provide orientation to members; review the committee's purpose statement, purview and goals; facilitate creation of new committee goals; conduct a committee self-evaluation to inform the committee's effectiveness; create/adjust/update processes for governance, decision making and communication informed by the committees' self-evaluation survey results; and review the Making Decisions Guide.
3. The Calendar Committee survey was sent to 17 participants with 10 members responding. A 59% response rate is high for this type of survey.
4. Three assessment areas: 1) Purpose, goals and tasks, 2) Committee's functioning, and 3) Decision-making effectiveness and communication.
 - a. Purpose, Goals & Tasks: Findings: 90% are aware of the purpose of the committee and have a clear understanding of the committee's responsibilities. 70% stated reviewing the Making Decisions at El Camino College document at a meeting. 60% asserted participating in the committee's setting of goals and reviewing the progress of the committee's goals.
 - i. Respondents recommended improvements
 1. Agree on the calendars earlier in the year.
 2. Members are not familiar enough with key concepts on how to build academic calendars.

- ii. IRP recommended improvements
 - 1. Discuss setting a fixed cycle for the committee to meet every year.
 - 2. Document key concepts around building academic calendars and have them available for new members or to refresh among continuing members.
 - b. Committee's Functioning: Findings: 90% respondents asserted having opportunities to provide input and 80% felt comfortable contributing ideas during meetings. Most (80%) stated receiving meeting materials sufficiently in advance to review. A majority (70%) stated receiving meeting minutes sufficiently in advance to review. 60% stated receiving orientation when beginning to serve. A third of respondents did not go through orientation. There was a variation in respondents' perception about the frequency of use of survey results.
 - i. Respondents recommended improvements
 - 1. Send minutes in a timely manner.
 - 2. Incorporate adjustments agreed in meetings before the next meeting.
 - 3. Meet less often.
 - 4. Organize meetings better.
 - ii. IRP recommended improvements
 - 1. Create opportunity to discuss committee's function norms (meeting dates, frequency of meetings, reception of minutes, meeting structure, etc.)
 - 2. Ensure orientation of new members
 - 3. Regularly use the results of this survey as input for the committee's work.
 - c. Decision Making Effectiveness & Communication: Findings: 90% respondents said they clearly understood how decisions are made and were provided with the information they needed to make decisions. 80% said they were aware of how the committee communicated its decisions to other committees. 78% said they communicated the committee's decisions to the constituents they represent. 33% stated that the committee evaluates its work practices and 22% said they did not. There was variation on respondents' perception about evaluating how decisions are made and communicated.
 - i. Respondents recommended improvements: none.
 - ii. IRP recommended improvements: create a committee charter that includes procedures used by the committee to develop and evaluate its work, make decisions, and communicate them to other groups and stakeholders on campus.
- 5. Location of self-evaluation reports of collegial consultation committees are on the Institutional Research and Planning web page located in the Institutional Research section under surveys.
- 6. Comments:
 - a. Chair Ross Miyashiro will provide orientation for members requesting orientation: Pretty Abraham, Lucia Ordonez, Loic Audusseau, Lissette Marquez, Lavonné Plum and Lucy Nelson. Orientation will include statutes of calendars, local policies and regulations and handouts of the Chancellor Office's Mandated holidays and optional holidays.
 - b. At a future meeting, will discuss evaluation and review of the committees' work practices. We have the opportunity as a committee to change the local regulation and take it to College Council for approval.

Review of the draft October 3, 2019 meeting minutes

1. A motion was made to approve the minutes and was seconded. The October 3, 2019 meeting minutes were approved: votes - 10 yes, 1 abstain.

Review of the draft April 30, 2020 meeting minutes

1. A motion was made to approve the minutes and seconded. The April 30, 2020 meeting minutes were approved: votes - 11 yes.

Draft 2022-2023 School Year Calendar

1. The 2022-2023 holidays were reviewed.
2. The 2022-2023 School Year Calendar legend was explained.
3. October 21, 2022 appears twice on the 2022-2023 School Year Calendar. Correction: change Thursday, October 21, 2022 to October 20, 2022. A motion was made to approve the 2022-2023 calendar amending the October 21 date. The motion was seconded. The 2022-2023 calendar was approved as amended: votes - 7 yes and 1 abstention. The calendar will be forwarded to College Council for review.
4. Summer has 6- and 8- week sessions. Nursing and public service courses have shorter and longer weeks. Eight Fridays off in the summer are observed as negotiated in the ECCE contract.
5. 23 days of instruction is standard for winter and summer (summer varies depending on where the holidays fall for the six weeks). Winter classes run Monday-Friday.
6. Correct the Summer 2023 Calendar to align with the 2023-2024 School Year Calendar. On the Summer 2023 Calendar, move flex day to 8/24/2023 and 8/25/2023 instead of 8/17 and 8/18. There is no instruction on 8/21, 8/22 and 8/23. Also, July 4, 2023 should be marked as a holiday with box and asterisk on the Summer 2023 Calendar. A motion was made to approve the amended Summer 2023 Calendar and seconded. The Summer 2023 Calendar was approved as amended: votes – 11 yes.
7. The amended 2022-2023 School Year Calendar and Summer 2023 Calendar will be sent to College Council for approval.

The Draft 2023-2024 Calendar will be discussed at the next committee meeting on November 19, 2020 – 3:30pm-4:30pm.

The meeting ended at 4:31 p.m.