

EL CAMINO COLLEGE
Calendar Committee
March 3, 2015

Present: Francisco Arce, Ann Ashcraft, Don Brown, William Garcia, Chris Jeffries
Beverly Knapp, Alice Martinez, William Mulrooney, Jeanie Nishime
Barbara Perez, Will Warren

Absent: Janae Alvira, Michelle Arthur, Tom Brown, Quajuana Chapman
June Curtis, Vince Palacios, Jose Villalobos

Also in Attendance: Alireza Ahmadpour

A scheduled meeting of the El Camino College Calendar Committee convened at 3:00pm in Administration 131.

Introductions

Introductions were made by those in attendance.

Agenda Review

Combined Agenda item No. 2 (Review of Purpose Statement for the Calendar Committee) and No. 5 (Making Decisions at El Camino College, ~~2012-2016~~ 2015-2020) for discussion purposes.

Discussion

Jeanie Nishime provided background information regarding the development of Making Decisions at El Camino College, a collaborative document developed by College Council. The recent accreditation evaluation for the College focused on the need for more communication between the administration and campus constituencies. The Making Decisions at El Camino document will help to address these needs. College Council is reviewing the document and Council members were directed to review it with their designated committees. The document covers the following areas for decision-making, which were discussed in detail:

1. ECC Collegial Consultation Philosophy
2. Role of Students, Faculty, Staff, and Administrators
3. Role of Board of Trustees, Superintendent/President, and Cabinet
4. ECC Consultation, Operational and Advisory Committees
5. ECC Mission and Strategic Plan 2015-2020
6. Consultation in ECC Planning and Budgeting Processes
7. Planning Model and Calendar

ECC Collegial Consultation Philosophy – Collegial Consultation, relates directly to the operation of the Calendar Committee, which is designated as one of six campus collegial

consultation committees. Specifically, recommendations from the Calendar Committee are sent directly to the Superintendent/President of the college for acceptance or non-acceptance of the committee's recommendation. There must be a full rationale for the recommendation. If the committee's recommendation is not accepted by the Superintendent/President, there must be a response in writing stating the reason or reasons for non-acceptance. The Superintendent/President's recommendation is sent to the Board of Trustees and the Board's recommendation is final. In response to a question as to what constitutes a timely response from the President, it was stated that clarification about a timely response will be added to the document and that a full and complete rationale be provided by the President in the written response. The various roles of each group are included in the document and these were discussed in detail.

Each consultative committee must have a Purpose Statement. The following is the purpose statement for the Calendar Committee: Develop and recommend to the President and Board of Trustees the El Camino Community College District School Year Calendar. The Calendar Committee continues to be in agreement with the use of this purpose statement and this will be provided to the College Council. A self-evaluation of the Calendar Committee is needed and this will be conducted at a later time.

In response to a question, it was clarified that a student representative should be a part of each consultative committee on campus and that one-on-one orientation is provided to the student.

Cesar Chavez Day

(The following documents were provided to the committee regarding Cesar Chavez Day: Education Code Section 37220.5, Education Code Section 79020 (k), and Cesar Chavez for all seasons for all students – Ali Ahmadpour)

Alireza Ahmadpour met with the Calendar Committee to request that a holiday is added to the school calendar for the observance of a Cesar Chavez holiday. This would be in keeping with the observance at other campuses – community colleges and universities. He is concerned that El Camino is far behind in what is already being done on other campuses. This is viewed as extremely negative for El Camino College. There is a push to have the day recognized as a state and national holiday. El Camino College is almost 50% Latino, and there is the culture and race aspect. He can provide signatures from students and a majority of faculty in support of the college making the day a college holiday. As an activist, he believes it is time for El Camino to move forward in making Cesar Chavez Day a campus holiday. At the present time, El Camino College recognizes the day with observances, but not a holiday in which the campus is closed. The following comments were brought forward during the discussion:

1. This is a negotiable issue
2. Input is needed from the Academic Senate.
3. Only classified staff and managers would have it as a holiday.

4. The adding of the holiday could mean a shift in one less teaching day for faculty
5. Observance can be indicated, but not a holiday
6. The Calendar Committee can support, but when adding a holiday, a day of instruction is removed and another day must be added to make up for that day
7. If the purpose is to honor an individual, adding a holiday does not necessarily honor, but having a program that highlights the individual's life is more effective
8. It is better to have a program that exposes students to the works that have been done by the individual, such as campus presentations
9. A day of observance could be done on March 31
10. The least disruptive would be to give up one day during Spring Break
11. If the holiday is declared, another day will need to be added to the calendar, which would result in adjustments
12. In the spring, there are too many holidays. An additional Friday cannot be added. Adding an additional Monday may be more feasible.
13. Some may view it as simply a holiday
14. It is important to keep the discussion on a policy level, rather than political
15. This not listed as one of the mandated holidays on the Chancellor's Office Holiday schedule, but that a college may close in observance. The district is still required to maintain a minimum of 175 days of instruction if there is closure
16. To celebrate the life of Cesar Chavez and the work he accomplished through observances is very important as opposed to simply having a day off
17. Several colleges are observing the day only
18. Suggest preparing two draft calendars showing without the holiday and one with the holiday.
19. Suggest a campus survey to determine interest for the holiday the same as was done for the Veterans' day.
20. It is important to keep in mind the Calendar Committee can only recommend. The Board of Trustees gives the final decision.

The 2016/2017 Draft School Year Calendar will be adjusted to show a holiday for Cesar Chavez in Spring 2017 on March 31. The Calendar Committee recommends sending both draft calendars to the Academic Senate for review and discussion. It would not be just a day off, but all of the ramifications involved with making the change on calendar. Alice Martinez will bring the issue for discussion before the Senate, and she will e-mail Senate representatives to discuss with their constituents. The Senate's response will then be brought back to the Calendar Committee for consideration.

Discussion 2016/2017 and 2017/2018 Draft School Calendars

The Calendar committee focused discussion on the 2016/2017 Calendar. Discussion of the 2017/2018 Calendar was held for a future meeting.

The Committee discussed the 2016/2017 Calendar.

1. Fall Semester 2016 would begin August 25 (August 25 and 26 – Flex Days) and end December 16. The following concerns were brought forward concerning the submission of grades. Following the ending of the semester, faculty has seven calendar days in which to turn in their grades. ITS staff will be on campus December 27, 28, and 29 until midnight to monitor the system in case there are outages or disruptions in the system. It was pointed out that some students have had difficulty in accessing their grades. Staff is trying to avoid this occurring in the future. The Chancellor’s Office gives 30 calendar days from the end of the semester to submit the MIS report. In addition, ITS will need time to run the Error Report. The committee accepted the start and ending dates – August 25 through December 16 for the Fall Semester.
2. Spring Semester 2017 would begin January 19 (January 19 and 20 – Flex Days) and end May 19. The Counselors contract states they are to begin work in the new semester two weeks before the semester begins. Will Warren pointed out the problem in starting classes around a holiday. There is difficulty in building the room schedule, although the issue has been resolved. Lincoln’s Holiday is February 10 and Washington’s Holiday is February 20.

Follow-up Discussion

The Calendar Committee will meet again after the Academic Senate has met to discuss the Cesar Chavez Day and forward their decision to the Calendar Committee.

Adjournment

The meeting adjourned at 4:30pm.