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| <b>Calendar Committee Meeting</b><br>Idania Padron Reyes, VPSS, Co-chair<br>Pamela Ford, Classified Union President Zoom<br>Perry Jehlicka, Faculty Union President, Co-chair – Carlos Pinho proxy<br>Kelly Brogan, Enrollment Services<br>Tanya McGinnis, Counselor<br>Kyle Jacobsen, Academic Affairs Specialist<br>Leonardo Ayala, Dean, Student Support Services<br>Dr. Windy Franklin-Martinez, Dean, Enrollment Services<br>Aley Razook, Senate, Academic Faculty<br>Daniel Conner, ITS MIS – absent<br>Rick Motawakel, Senate, Vocational Faculty<br>ASO Representative, Vacant<br>Chistina Tangelakis, Director, Financial Aid - Paige Vivas - Proxy<br>Hal Huntsman, Academic Faculty<br>Kathryn Mitchell, Vice President Academic Affairs<br>Van Rider, Dean, Academic Affairs<br>Jill Zimmerman, Dean, Health and Wellness |                                 | <b>Thursday, March 12, 2026</b><br><b>1:30 pm – 3:00 pm</b><br><b>SSV 236</b> |                                                                                                                                                                                                                                                                                |
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| <b>AGENDA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |                                                                               |                                                                                                                                                                                                                                                                                |
| <b>Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Person Responsible</b>       | <b>Time</b>                                                                   | <b>Action</b>                                                                                                                                                                                                                                                                  |
| <b>Information/Discussion Items:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                                                               |                                                                                                                                                                                                                                                                                |
| 1. Welcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Idania Padron<br>Perry Jehlicka | 2 minutes                                                                     | Made quorum.<br><br>The members introduced themselves. In attendance: Idania Padron, Leonardo Ayala, Carlos Pinho (filing in for Perry Jeh), Hal Huntsman, Kyle Jacobson, Kathryn Mitchell, Tanya McGinnis, Windy Franklin-Martinez, Aley Razook, Kelly Brogan, Rick Motawakel |
| 2. Review & Approval of Minutes, 10/9/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Idania Padron                   | 5 minutes                                                                     | Jill inquired whether there were any outstanding action items requiring follow-up. The member confirmed that no action items remained.<br><br>The minutes were approved by all members who were present at the referenced meeting.                                             |
| 3. Adding Dates to the Calendar<br>a) Midterm and Final                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | All                             | 10 minutes                                                                    | Jill asked whether the 2028–2029 calendar was submitted to Angela.<br><br>Hal and Kyle discussed whether adding more details would make the calendar appear overly complicated and questioned whether students actively use the document.                                      |

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|  |  |  | <p>Aley stated that adjunct faculty rely on the calendar heavily to build the class syllabus.</p> <p>Idania recommended an <b>action item</b> to involve the Marketing Office to determine:</p> <ul style="list-style-type: none"><li>-How often the academic calendar is accessed.</li><li>-Whether a marketing effort is needed to increase visibility.</li></ul> <p>Leo shared that students typically look for: Start dates, Disbursement dates, Drop deadlines students often receive these dates from instructors rather than seeking out the calendar themselves.</p> <p>Jill asked whether data could be obtained on page views.</p> <p>Jill asked whether data could be run to determine if later-start courses have higher drop/no-show rates.</p> <p>Discussion noted that the online calendar shows important items like holidays and drop dates, but priority registration information may need to be easier for students to find.</p> <p><b>Action Item:</b> Idania requested that Leo present the academic calendar to ASO leadership and gather student feedback on usage.</p> <p>Jill recommended adding labels for 8-week sessions.</p> <p>Aley emphasized the importance of indicating second-half 8-week sessions, especially for adjuncts building course schedules to ensure accurate alignment.</p> |
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|  |  |  | <p>Kyle asked how to visually reflect these dates:</p> <ul style="list-style-type: none"><li>-Should the entire week be highlighted?</li><li>-Should only specific days be marked?</li></ul> <p>Idania suggested visual markers (like slashes). However, Kyle raised concern that it might be misinterpreted as non-instructional days. Kyle states that excel is not the correct platform for creating calendars.</p> <p>Leo questioned whether the current one-page layout is still the best format, noting that most people read left to right, top to bottom. He suggested exploring a two-page layout if more information is added.</p> <p>Kyle felt that additional pages were unnecessary and that there is enough space to include expanded information on the existing layout.</p> <p>He explained the format has existed for over 30 years, with fall on one side and spring on the other. Color patterns were selected to be accessible for individuals with color blindness.</p> <p>Idania stated that the committee may propose creating a new calendar format if needed.</p> <p>Carlos recommended adding four brief lines noting:</p> <ul style="list-style-type: none"><li>-Start and end dates for various short-term and intersession classes.</li><li>-Students not enrolled in these classes can simply disregard the additional information.</li></ul> |
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|                             |     |            | <p><b>Action Item:</b> Kyle indicated he could add this information but wanted committee consensus first.</p> <p>Idania asked whether consensus existed. Consensus was reached to add the short-term class date sections.</p> <p>The committee agreed not to add midterm and final exam schedules to the calendar.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4. Move Semester Start Date | All | 20 minutes | <p>Jill suggested that one of the committee's goals should be to review other colleges' academic calendars to understand how they structure their intersessions and start dates, especially regarding timing and grade submission processes.</p> <p>Kelly asked what the grade submission timelines are at other colleges.</p> <p>Aley provided examples:<br/> Riverside: 5 days<br/> Victor Valley: 2 weeks (confirmed by prior experience)</p> <p>Idania explained that: Grade submission timelines significantly impact Admissions &amp; Records, Financial Aid, and Transfer processes.</p> <p>Carlos stated that COC currently requires grades within 48 hours, and failure to comply with results in disciplinary action.</p> <p>Idania clarified:<br/> Grade deadlines are <i>not</i> addressed in the contract; they are institutional practice.</p> <p>Aley confirmed Victor Valley's grade submission deadline extends beyond the start of the next term.</p> |

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|  |  | <p>Carlos suggested that, if grade deadlines are problematic, the College could consider establishing a Board Policy requiring grades within 48 hours.</p> <p>Idania supported gathering data to justify formalizing a shorter, consistent deadline</p> <p>Idania appreciated that El Camino's calendar clearly labels Drop for Refund deadlines.</p> <p>The committee reviewed El Camino College's calendar.</p> <p>JZ observed that El Camino provides a full week off after Presidents' Day.</p> <p>The committee discussed whether COC's calendar clearly lists different term lengths (e.g., first six-week, eight-week sessions).</p> <p>Jill noted that some colleges intentionally build in a week for professional development.</p> <p>Idania shared that the President is interested in further exploring PD timing.</p> <p>Kathy explained that PD week historically required employees to be on campus before Zoom options existed.</p> <p>Idania confirmed that PD time is included in the calendar, and additional specificity can be added if needed.</p> <p>Jill explained that many high school students enroll in summer courses:</p> <ul style="list-style-type: none"> <li>-High schools release students in June.</li> <li>-If Summer starts too early, students cannot begin on time.</li> </ul> |
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|  |  | <p>-If the summer term is pushed later, students cannot complete the term because they are still enrolled in high school unless they are graduates.</p> <p>Kyle suggested that those students that are still in high school take six-week course instead of the 8 week, so they can finish the course in time.</p> <p>Hal emphasized the necessity of at least one week between terms. This supports student accommodation documentation. It prevents operational bottlenecks. The committee noted that the current issue exists primarily between intersession and spring.</p> <p>Hal stated that adjusting the spring start date by a week would be highly beneficial.</p> <p>Kathy raised concerns that moving spring later pushes Commencement further into hotter summer months.</p> <p>Idania suggested starting graduation later in the evening to mitigate heat.</p> <p>Leo confirmed graduation is scheduled for June 5th at 6:30 PM and noted the challenge of housing students in the gymnasium before the ceremony.</p> <p>Hal raised issues with Sunday classes not being recognized as non-instructional days on the calendar, despite holidays. In AFAB programs, Sunday classes have strict hour requirements and lack scheduling flexibility.</p> <p>Idania expressed willingness to support changes if faculty in affected areas want Sunday holidays formally recognized.</p> |
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|                     |     |            | <p><b>Action Item:</b> Idania Requested Kathy and Kyle to gather feedback from those departments.</p> <p>Kelly asked whether the committee was still considering reducing intersession from five weeks to four.</p> <p>Hal shared faculty feedback strongly opposing a four-week intersession due to workload.</p> <p>Carlos added that it would be difficult to condense all that work in four weeks.</p> <p>Leo noted he gets student concerns regarding grading. Students are taking multiple units thinking they can knock it out, but it proves to be more difficult than they thought.</p> <p>Carlos stated he will draft an action item regarding the potential creation of a Board Policy on late grade submissions.</p> <p>Jill redirected discussion to finalize the committee's goals for the current year.</p> <p>Idania and Hal mentioned that Goals for the Fall were previously discussed and completed.</p> <p>Meeting adjourned at 2:52 PM.</p> |
| 5. Goals            | All | 20 minutes | Did not discuss New goals. Angela to send out last Goals created (Fall)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6. Meeting Schedule | All | 10 minutes | <p>Idania requested that the second agenda item be discussed earlier in the meeting rather than in the sixth position. The committee agreed to proceed with this adjustment.</p> <p>It was noted that April 9 falls during Spring Break (week of April 5<sup>th</sup>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                      |  |  | <p>Jill emphasized that identifying clear committee goals is critical and suggested canceling meetings if there are no agenda items to address.</p> <p>Idania responded that there is ongoing work to complete for the 2029–2030 academic calendar.</p> <p>The committee’s goal has been to maintain a two-year calendar cycle and delaying meetings could cause the committee to fall behind. Finalizing the calendar early is important, so information can be shared with high school partners in a timely manner.</p> <p>Jill made a motion to approve the calendar of meeting dates with a substitution from April 9 to April 16. Carlos seconded the motion. Hal objected, noting a conflict with an Academic Senate meeting on April 16.</p> <p>Hal recommended April 23 at 1:30 p.m. instead. There were no objections to this alternative date.</p> <p>A revised motion was made:<br/>Approval of all scheduled meeting dates with the substitution of April 9 → April 23. Carlos seconded the revised motion.<br/><b>Vote:</b> All in favor. Motion passed unanimously.</p> <p>Updated calendar invitations will be sent to all committee members.</p> |
| Future Agenda Items: |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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