

Calendar Committee Meeting

Idania Padron Reyes, VPSS, Co-chair
 Pamela Ford, Classified Union President
 Dr. Jason Bowen, Faculty Union President, Co-chair - absent
 Kelly Brogan, Enrollment Services
 Tanya McGinnis, Counselor - Amina Gonzalez Proxy
 Kyle Jacobsen, Academic Affairs Specialist (CMS)
 Leonardo Ayala, Dean, Student Support Services
 Dr. Windy Franklin-Martinez, Dean, Enrollment Services
 Johnathan Compton, Senate, Academic Faculty - James Dorn Proxy
 Daniel Conner, ITS MIS – Sam Darby Proxy
 Rick Motawakel, Senate, Vocational Faculty - absent
 ASO Representative, Kleio Ramasodi – absent
 Chistina Tangelakis, Director, Financial Aid (CMS)
 Hal Huntsman, Academic Faculty
 Dr. Kathy Bakhit, Vice President Academic Affairs - absent

Other:
 Angela Urbanoski, Sr Admin Assistant to VPSS
 Jill Zimmerman, Dean, Health and Wellness

Thursday, April 10, 2025
 1:30 pm – 3:00 pm
 SSV 236

AGENDA

Items	Person Responsible	Time	Action
Information/Discussion Items:			
1. Welcome	Idania Padron Pamela Ford	2 minutes	There was a concern regarding membership changes. Jill noted that she had been removed from the previous list but stated this should not have occurred without a formal vote. The assigned position was the Dean of Student Support Services, and due to the reorganization, she was removed from the member list and replaced by the current dean.
2. Review & Approval of Minutes, 3/13/25	Idania Padron	5 minutes	Approved
3. Committee Goals	Pamela Ford Idania Padron	30 minutes	Pamela reviewed the committee's accomplishments to date. Semester start dates are still under discussion, especially the lack of a break

		<p>between intersession and the start of the spring semester. This absence of a break impacts class preparation and the facilities department's readiness. The committee remains interested in re-evaluating whether there is a viable start date that avoids this conflict.</p> <p>A question was raised about data on how many students register for intersession and how many are dropped for no-shows, particularly because the session begins on a Thursday. If students are consistently dropped due to this timing, it may not be effective in generating FTES and might not be worth continuing in the same format.</p> <p>The committee acknowledged that regular meetings have now been established, and intersession has been reinstated. Looking ahead, the committee discussed priorities for the upcoming year, including continuing to address the semester start date, exploring the feasibility of a mid-year start, and integrating late-start classes into the academic calendar to improve communication and awareness across the college.</p> <p>A suggestion was made to include estimated registration dates for each semester in the academic calendar. There was also a discussion about break extensions—adding breaks could reduce the time between the summer and fall terms. It was recommended that rather than debating objections now, the goal should be to simply review the idea, acknowledging that not all goals will necessarily be accomplished. The committee reviewed the live document for Goals. There was a mention that adding late-start</p>
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		<p>classes needs clarity. While AVC currently offers 5-, 6-, and 7-week classes, the proposal is to explore standardized 8-week classes, making sure the terminology is consistent and not confusing.</p> <p>Live changes were made during the meeting, and additional foreseeable working items were added to the list. The committee discussed the impact that calendar adjustments may have on Enrollment Services and how these impacts could be mitigated. Visuals or a board to explain obstacles and workflow will help support these proposed changes.</p> <p>There was discussion about the manual processing of late grades. The group wants to determine whether current timelines are required by Ed Code or if they can be streamlined. Staffing challenges in Enrollment Services were highlighted, as well as delays in grade submission from some faculty. Some students are waiting for grades needed for transfer. Rather than generalizing what other schools do, the committee wants to investigate specific examples and understand what their processes actually look like.</p> <p>There was also concern about accountability for faculty who do not submit grades on time. While deans are responsible for evaluations, practices may vary.</p> <p>The committee agreed it would be helpful to identify goals that can realistically be achieved to determine where to start. Asterisks were added to indicate which goals the team believes are achievable.</p>
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		<p>Faculty buy-in could be difficult. If instructors are unwilling, they may simply not be available to teach. However, if faculty understand that a five-day schedule could result in a longer break between intersession and spring, they might be more receptive.</p> <p>Currently, there are 41 online sections that are enrolled: 1 section that meets Thursday only, the rest Monday through Thursday, and 29 sections meet four days a week. A few follow different patterns.</p> <p>Hal and Jill will research other colleges that offer intersessions and gather information on their structure. Hal plans to raise the topic with Dr. Bakhit, noting that some intersession instructors have requested Fridays.</p> <p>The committee may bring this idea to the April 22 Joint Deans meeting, which could also address PD days and facilities scheduling. The topic could then be taken to the Dean and Department Chair meeting on April 25.</p> <p>There was discussion about the first week of February being a potential “off” week—some years may only allow for a 3.5-week intersession. A 14-week semester could also be considered. The need to add prep days before intersession for class setup and facilities access was noted.</p> <p>In 2024-25, spring instruction started on Thursday with no buffer days, which caused strain. Hal will bring this concern to Dr. Bakhit, and VP Padron will follow up to see if there is support. If Dr. Bakhit is on board, it will be presented to Joint Deans, and</p>
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			<p>then Hal and Jill will bring back supporting data. VP Padron will try to gather no-show data for the next meeting.</p> <p>Sam was able to pull data on week 5- and 8-week classes: Most of the late-start classes this year began in Week 5. We're thinking about using Week 5 or Week 8 as regular start times for future late-start classes, but we don't have enough data yet to know if that's a good idea long-term. That's just what we're seeing in the current schedule right now.</p>
4. AP and BP 4010 Academic Calendar	All	30 minutes	AP 4010 is reviewed – it's agreed to reflect the holidays we have that are in the CBA, angela to cross reference
5. Review & Approval of Academic Calendar - 2028-29	All	20 minutes	
Future Agenda Items:			
Committee Meeting Dates			