Minutes

Calendar/Registration Committee Meeting
Plover Room: 526
2/11/15
2:00 p.m. – 3:00 p.m.

Attending: Vayta Smith, Robin Fautley, Lauralyn Larsen, Erica Lohne, Kris Shear, Linda Close, Abe Farkas, Freyja Pereira, Kathie Matthies
Absent: Warren Ruud
Minutes submitted by Freyja Pereira

1. Review and approve minutes from previous meeting (12/10/14)

Minutes approved. Vayta stated that minutes are posted to website.

2. Continue to review and discuss Draft 2016-2017 Academic Calendar

Vayta and Robin presented the 2016-17 calendar to the Academic Senate. It was approved unenthusiastically with 1 nay vote. The Senate does not like that finals are ending on 12/23, so close to the holiday, and they do not like the PDA placement after Labor Day in fall 2016 as it is too early in the semester to have a four day break. They would prefer to have it on the Wednesday before Thanksgiving, however the District cannot have a week with only two days of instruction. The Petaluma Faculty Forum asked Robin to ask Dr. Chong why we cannot shorten the summer so that fall ends earlier. Robin had a conversation with Dr. Chong and he is open to looking into it. However, shortening summer would mean that fall semester would begin on August 11\textsuperscript{th}, which would be too early to start.

Vayta shared recommendations from Academic Senate to include in the calendar:
- A live link to the finals schedule
- Link to the priority registration schedule

There was also discussion about including the last date of instruction for fall for future calendars. However, after a lengthy discussion the committee agreed that it is not necessary as the current reference on the calendar is for the future fall semester as a mini view into the last day of instruction for planning purposes since that semester’s dates are not detailed.

However, the committee did agree to change the wording of “first day of Instruction” to Classes begin” for the fall 2017, and eliminate “Last Day of Instruction.” Therefore, the fall 2017 semester will have only two dates specified, “Classes begin” and “Last Day of Finals.”

The following constituents (Academic Senate, Academic Affairs, Classified Senate, SEIU, and Counseling) support the 2016-17 calendar as proposed. Vayta will present
to Student Services Council on February 18th. Vayta will confirm with Warren that AFA supports, present to College Council and then the Board of Trustees for approval.

3. **Update from Priority Registration Task Force**

Vayta gave a brief update on the work of the Registration Priority Task Force. The task force will be examining the proposal to hold registration for the fall 2016 semester in the spring 2016 semester. The goal is to increase persistence and increase enrollments. Other colleges have shared that their persistence rates increased by shifting the fall registration to the spring. Also, it may provide for better schedule planning.

4. **Cesar Chavez Holiday for 2017-2018 – feedback to Hilleary Izard**

Vayta asked the committee for feedback to share with Hilleary. The committee agreed that this is an item that must be negotiated with the District. If this becomes a mandated holiday, then the Calendar Committee may have to move our spring break, unless we could move this holiday into spring break. It is difficult to incorporate this into the current calendar without disrupting classes.

Abe reviewed the Chancellor’s Office legal holidays list and currently 16 community colleges honor the Cesar Chavez holiday.

This committee can discuss the complications this extra holiday may cause if it is approved/mandated.

5. **Committee membership (added agenda item)**

Robin shared that the two faculty representatives on the Calendar Committee appointed by the Academic Senate represent Counseling and the Science lab courses. However, she recommends that a representative from traditional classes, maybe CTE, Liberal Arts or Humanities, also be included on this committee so that they can experience the calendar process. She believes that we are leaving a large portion of the college out of the conversation and when presented with the calendar drafts, they are dissatisfied with the decision.

Therefore, the recommendation is to add one additional faculty representative to this committee. The faculty representation would be as follows:

1 faculty from labs/sciences—current
1 faculty from counseling—current
1 faculty from CTE or liberal arts—new
1 faculty from AFA—current

This would be a total of four faculty. Vayta will need to present this recommendation to College Council for approval.