

# ADMINISTRATIVE REGULATION

4306

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## ACADEMIC CALENDAR

### I. DRAFT OF THE ACADEMIC CALENDAR

During the fall semester, the Academic Senates, working with the Vice Presidents for Instruction, shall develop at least one draft of a 12-month academic calendar for the academic year beginning two years subsequent that complies with the provisions and requirements of the following:

- Education Code
- Title 5
- Student Attendance Accounting Manual
- Board Policy 4306
- SOCCCD Academic Employee Master Agreement
- SOCCCD CSEA Contract
- SOCCCD POA Agreement

Every reasonable attempt shall be made between the two colleges' Academic Senates to create a single academic calendar for the District. An initial draft of the calendar(s) will be submitted for review by the Learning Services Coordinating Council (LSCC) for feasibility and impact on instruction, student services, and other areas by November 1. The LSCC will report to the college Academic Senates the results of their review by December 1.

Each college Academic Senate will send a final draft of the proposed academic calendar to the District Calendar Committee for review and recommendation by the end of fall semester.

### II. FINAL DRAFT OF THE ACADEMIC CALENDAR

The District Calendar Committee shall review the final draft(s) of the academic calendar by end of the first week of February. In the event of multiple proposed calendars, the District Calendar Committee shall attempt to reach a consensus that meets the needs of both colleges. If consensus cannot be reached, the Vice Presidents for Instruction, and the Presidents of the Academic Senates shall attempt to reconcile areas of disagreement. If no consensus can be reached, the District calendar Committee shall determine by majority vote the academic calendar that will be recommended to the Chancellor by the end of the first week of March for Board approval.

Adopted: 10-18-12  
Revised: 03-20-14  
Revised: 01-09-20

III. COMPOSITION OF THE DISTRICT CALENDAR COMMITTEE

The District Calendar Committee shall be composed of the following members:

- Chair, Vice Chancellor, Technology and Learning Services (non-voting except in event of a tie)
- Academic Senate Presidents or designee (voting)
- Faculty representatives (voting, two from each college)
- Faculty Association President or designee (voting, one total)
- Student representatives (voting, one from each college)
- College Administration representatives (voting, Vice Presidents for Instruction and Vice Presidents for Student Services)
- Classified Senate representatives (voting, one from each college)
- Admissions and Records, and District IT representatives (non-voting)
- California School Employees Association representatives (voting, one from each college)
- Vice Chancellor, Human Resources and Employer-Employee Relations (non-voting)

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