

1 **DRAFT Charge to the Academic Affairs Ad Hoc Faculty-Administration**
2 **Faculty Workload Documentation Committee**
3 **Fall 2009**

4 **DRAFT 3 based on Academic Senate Meeting 10/21/09**
5 **& Meeting of E Cutrer, J Powell, and J McDaniel 10/28/09**
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9 The committee, composed of three administrators named by the provost and three
10 faculty members named by the Senate chair, will consider how we document
11 workload of all faculty (tenure track and lecturer) at CSUSM.
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- 14 1. Provide context for current workload documentation practices through a brief
15 history of CSUSM practices.
- 16 2. Report the workload documentation methods currently in effect in COAS,
17 COBA, COE, Library, and SoN.
- 18 3. Compare CSUSM's workload documentation to other CSUs' documentation
19 processes.
- 20 4. Consider various aspects of workload such as those listed in Article 20 of the
21 CBA and those in practice at CSUSM (such as the writing requirement).
- 22 5. Consult expert witnesses and/or call for broader input for information, data,
23 interpretation of the CBA, etc.
- 24 6. Check proposed practices for conformity with the CBA.
- 25 7. Consider eliciting feedback from larger audiences (e.g., Senate, administrators)
26 prior to finalizing the report.
- 27 8. Make a report to AALC/ASEC by the end of January 2010 that: contains
28 pros/cons of various workload documentation metrics and processes; is as
29 transparent as possible; and can be made public in AA.

APC Academic Calendar Assumptions
October 26, 2009

APC presents the AY 2011-2014 calendar with the following assumptions and restrictions.

- **The Fall semester** begins on a Monday and contains fifteen weeks of instruction, but we lose four weekdays: Labor Day, Veteran's Day, Thanksgiving Day, and the Friday after Thanksgiving Day. There are thus **71 instructional days in the Fall**. Since the day of the week for Veteran's Day changes from year to year, there is **no fixed pattern of MTWRF frequencies**. For already approved 2008-09, 2009-10 and 2010-11 calendars, these were 14-14-15-14-14, 14-15-14-14-14 and 14-15-15-13-14, respectively. **For the proposed 2011-12, 2012-13 and 2013-14 calendars, these will be 14-15-15-14-13, 13-15-15-14-14 and 13-15-15-14-14**, respectively. Saturday classes do not meet over Thanksgiving weekend.
- **The Spring semester** begins on either the Monday before or the Tuesday after Martin Luther King, Jr. Day and contains fifteen weeks of instruction and a Spring Break week (the same week as Cesar Chavez Day). We lose one weekday (for Martin Luther King, Jr. Day) which leaves **74 instructional days** in the Spring. The MTWRF frequency pattern is **always 14-15-15-15-15**. Saturday classes meet on the weekend at the beginning of Spring Break, but not on the weekend at the end of Spring Break.
- **Together** the Fall and Spring semesters contain **145 instructional days**, the **minimum required number**. There are fourteen Saturdays in the Fall and Spring semester, but these are not officially counted as "instructional days," since Saturday is not a typical class day.
- **Summer session runs for 11 weeks**. The first day of instruction is a Monday unless the first half-session would otherwise have two fewer Saturdays than the second half-session, in which case it is a Saturday; this is an "Independence Day effect."
- **All grading for the Fall semester is completed before Winter Break**. There are either four days in this grading period (Monday through Thursday) unless December 25 falls on a Friday or Saturday, in which case the grading period is shortened to three days (Monday through Wednesday).
- **There is an entire week set aside for final exams for each semester**. It runs Monday through Saturday in the Fall and Saturday through Friday in the Spring. The Saturdays of finals week count as academic work days (academic work days are instructional days, faculty preparation days, final exam days and grading days).

- There is a **four-day (Tuesday through Friday) faculty preparation period** the week before class start in the Fall; Convocation is held during this period. There is a **three-day** (Wednesday through Friday) **faculty preparation period** for the Spring semester.
- There is a **four day** (Monday through Thursday, after Commencement weekend) **grading period** at the end of the Spring semester.
- There is **no instruction in the week before the faculty preparation period**, and Summer session grades are due the Thursday of that week. This allows working days for grading, as Summer session classes end the preceding week.
- There is **one full week of "processing time"** between the end of the Spring semester and the start of Summer session. At least this much time is necessary for Advising and EMS Operations/Registrar to act on Spring grades for disqualification, etc.

Additional Comments:

- **The effect of the Academic Calendar on Lecturer Benefits in January:** Lecturers who have an appointment with a time-basis of at least .40 who do not have a Spring appointment with a time-basis of at least .40 lose benefits at the end of the last month before the pay-period containing the start of the Spring semester. The calendar principles that San Marcos has been using sometimes call for the Spring semester to begin late enough that the beginning of the semester can be contained entirely in the February pay-period, which means that benefits for the group of lecturers defined above expire at the end of the January pay-period (depending on the year, January 29, 30 or 31). All three of the calendars being proposed for 2011-12, 2012-13 and 2013-14 begin early enough that it is necessary to use the January pay-period for the beginning of the Spring semester, and so benefits for these lecturers will expire at the end of the December pay-period (always December 31).
- **Why Spring Break is not aligned with Easter; Why Cesar Chavez Day falls during Spring Break:** All CSU campuses are required to be closed in observance of Cesar Chavez day. If Spring Break were moved to any other week besides the week with Cesar Chavez Day, then – because we would not hold on class on five days in addition to Cesar Chavez Day (as opposed to the current practice of four days in addition to Cesar Chavez Day), the calendar would be one instructional day short. Additionally, the Academic Senate asked the old APP to investigate aligning Spring Break with Easter back in 1997-98, and APP concluded that there was too much variability in terms of when Easter Sunday falls. For instance, while Easter Sunday will be the first Sunday of the proposed Spring Break in 2013-14 (March 31, 2013), the following year it is April 20 and there are only two weeks of instruction remaining in the Spring semester after this Sunday.

2010-2011 ACADEMIC CALENDAR

(For information only; this calendar has already been approved)

SUMMER 2010 Term

June 1 (Tue)	First day of classes for 11-week Summer classes and classes in first half-Summer block
July 5 (Mon)	Independence Day holiday (observed) — campus closed
July 7 (Wed)	Last day of classes for classes in first half-Summer block
July 8 (Thur)	First day of classes for classes in second half-Summer block
August 1 (Sun)	Initial Period for filing applications for Spring 2011 begins
August 14 (Sat)	Last day of classes for 11-week Summer classes and classes in second half-Summer block
August 19 (Thur)	Grades due from instructors; last day of Summer term

FALL 2010 Semester

August 24-27 (Tue-Fri)	Faculty pre-instruction activities
<i>To Be Determined</i>	Convocation for faculty and staff
August 30 (Mon)	First day of classes
September 6 (Mon)	Labor Day holiday — campus closed
October 1 (Fri)	Initial period for filing applications for Fall 2011 begins
October 16 (Sat)	Last day of class for first session of Fall half-semester classes*
October 18 (Mon)	First day of class for second session of Fall half-semester classes*
November 11 (Thur)	Veteran's Day — campus closed
November 25-26 (Thur-Fri)	Thanksgiving holiday — campus closed
December 11 (Sat)	Last day of classes
December 13-18 (Mon-Sat)	Final examinations
December 22 (Wed)	Grades due from instructors; last day of Fall semester
<i>To Be Determined</i>	Staff accumulated holidays — campus closed

SPRING 2011 Semester

January 12-14 (Wed-Fri)	Faculty pre-instruction activities
January 17 (Mon)	Martin Luther King Jr. Day — campus closed
January 18 (Tue)	First day of classes
March 12 (Sat)	Last day of class for first session of Spring half-semester classes*
March 14 (Mon)	First day of class for second session of Spring half-semester classes*
March 28-April 2 (Mon-Sat)	Spring break — campus closed March 31 for Cesar Chavez Day
May 6 (Fri)	Last day of classes
May 7-13 (Sat-Fri)	Final examinations
May 14 (Sat)	Commencement
May 19 (Thur)	Grades due from instructors; last day of Spring semester

(Note: This calendar is not intended to be construed as an employee work calendar.)

**Some Fall and Spring semester classes meet in a half-semester term.*

2011-2012 ACADEMIC CALENDAR

SUMMER 2011 Term

May 31 (Tue)	First day of classes for 11-week Summer classes and classes in first half-Summer block
July 4 (Mon)	Independence Day holiday — campus closed
July 6 (Wed)	Last day of classes for classes in first half-Summer block
July 7 (Thur)	First day of classes for classes in second half-Summer block
August 1 (Mon)	Initial Period for filing applications for Spring 2012 begins
August 13 (Sat)	Last day of classes for 11-week Summer classes and classes in second half-Summer block
August 18 (Thur)	Grades due from instructors; last day of Summer term

FALL 2011 Semester

August 23-26 (Tue-Fri)	Faculty pre-instruction activities
<i>To Be Determined</i>	Convocation for faculty and staff
August 29 (Mon)	First day of classes
September 5 (Mon)	Labor Day holiday — campus closed
October 1 (Sat)	Initial period for filing applications for Fall 2012 begins
October 15 (Sat)	Last day of class for first session of Fall half-semester classes*
October 17 (Mon)	First day of class for second session of Fall half-semester classes*
November 11 (Fri)	Veteran's Day – campus closed
November 24-25 (Thur-Fri)	Thanksgiving holiday – campus closed
December 10 (Sat)	Last day of classes
December 12-17 (Mon-Sat)	Final examinations
December 22 (Thur)	Grades due from instructors; last day of Fall semester
<i>To Be Determined</i>	Staff accumulated holidays – campus closed

SPRING 2012 Semester

January 11-13 (Wed-Fri)	Faculty pre-instruction activities
January 16 (Mon)	Martin Luther King Jr. Day — campus closed
January 17 (Tue)	First day of classes
March 10 (Sat)	Last day of class for first session of Spring half-semester classes*
March 12 (Mon)	First day of class for second session of Spring half-semester classes*
March 26-31 (Mon-Sat)	Spring break – campus closed March 30 for Cesar Chavez Day (observed)
May 4 (Fri)	Last day of classes
May 5-11 (Sat-Fri)	Final examinations
May 12 (Sat)	Commencement
May 17 (Thur)	Grades due from instructors; last day of Spring semester

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2012-2013 ACADEMIC CALENDAR

SUMMER 2012 Term

May 29 (Tue)	First day of classes for 11-week Summer classes and classes in first half-Summer block
July 3 (Tue)	Last day of classes for classes in first half-Summer block
July 4 (Wed)	Independence Day holiday — campus closed
July 5 (Thur)	First day of classes for classes in second half-Summer block
August 1 (Wed)	Initial Period for filing applications for Spring 2013 begins
August 11 (Sat)	Last day of classes for 11-week Summer classes and classes in second half-Summer block
August 16 (Thur)	Grades due from instructors; last day of Summer term

FALL 2012 Semester

August 21-24 (Tue-Fri)	Faculty pre-instruction activities
<i>To Be Determined</i>	Convocation for faculty and staff
August 27 (Mon)	First day of classes
September 3 (Mon)	Labor Day holiday — campus closed
October 1 (Mon)	Initial period for filing applications for Fall 2013 begins
October 20 (Sat)	Last day of class for first session of Fall half-semester classes*
October 22 (Mon)	First day of class for second session of Fall half-semester classes*
November 12 (Mon)	Veteran's Day (observed) — campus closed
November 22-23 (Thur-Fri)	Thanksgiving holiday — campus closed
December 8 (Sat)	Last day of classes
December 10-15 (Mon-Sat)	Final examinations
December 20 (Thur)	Grades due from instructors; last day of Fall semester
<i>To Be Determined</i>	Staff accumulated holidays — campus closed

SPRING 2013 Semester

January 9-11 (Wed-Fri)	Faculty pre-instruction activities
January 14 (Mon)	First day of classes
January 21 (Mon)	Martin Luther King Jr. Day — campus closed
March 9 (Sat)	Last day of class for first session of Spring half-semester classes*
March 11 (Mon)	First day of class for second session of Spring half-semester classes*
April 1 (Mon)	Cesar Chavez Day (observed) — campus closed
April 1-6 (Mon-Sat)	Spring break
May 3 (Fri)	Last day of classes
May 4-10 (Sat-Fri)	Final examinations
May 11 (Sat)	Commencement
May 16 (Thur)	Grades due from instructors; last day of Spring semester

(Note: This calendar is not intended to be construed as an employee work calendar.)

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2013-2014 ACADEMIC CALENDAR

SUMMER 2013 Term

May 28 (Tue)	First day of classes for 11-week Summer classes and classes in first half-Summer block
July 2 (Tue)	Last day of classes for classes in first half-Summer block
July 3 (Wed)	First day of classes for classes in second half-Summer block
July 4 (Thur)	Independence Day holiday — campus closed
August 1 (Thur)	Initial Period for filing applications for Spring 2014 begins
August 10 (Sat)	Last day of classes for 11-week Summer classes and classes in second half-Summer block
August 15 (Thur)	Grades due from instructors; last day of Summer term

FALL 2013 Semester

August 20-23 (Tue-Fri)	Faculty pre-instruction activities
<i>To Be Determined</i>	Convocation for faculty and staff
August 26 (Mon)	First day of classes
September 2 (Mon)	Labor Day holiday — campus closed
October 1 (Tue)	Initial period for filing applications for Fall 2014 begins
October 12 (Sat)	Last day of class for first session of Fall half-semester classes*
October 14 (Mon)	First day of class for second session of Fall half-semester classes*
November 11 (Mon)	Veteran's Day — campus closed
November 28-29 (Thur-Fri)	Thanksgiving holiday — campus closed
December 7 (Sat)	Last day of classes
December 9-14 (Mon-Sat)	Final examinations
December 19 (Thur)	Grades due from instructors; last day of Fall semester
<i>To Be Determined</i>	Staff accumulated holidays — campus closed

SPRING 2014 Semester

January 8-10 (Wed-Fri)	Faculty pre-instruction activities
January 13 (Mon)	First day of classes
January 20 (Mon)	Martin Luther King Jr. Day – campus closed
March 8 (Sat)	Last day of class for first session of Spring half-semester classes*
March 10 (Mon)	First day of class for second session of Spring half-semester classes*
March 31 (Mon)	Cesar Chavez Day — campus closed
March 31-April 5 (Mon-Sat)	Spring break
May 2 (Fri)	Last day of classes
May 3-9 (Sat-Fri)	Final examinations
May 10 (Sat)	Commencement
May 15 (Thur)	Grades due from instructors; last day of Spring semester

(Note: This calendar is not intended to be construed as an employee work calendar.)

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