

APC Resolution on Academic Calendar Construction

WHEREAS, The current academic calendar only extends through Tuesday, May 16, 2006; and

WHEREAS, A new academic calendar is needed to schedule classes as soon as Summer 2006; and

WHEREAS, The Academic Policy Committee has developed a set of calendar principles that

- Balances instruction across the days of the week to the greatest extent possible,
- Increases time for grading final exams and assigning final grades,
- Corrects an unintended consequence of the current calendar which sometimes eliminates January benefits for adjunct instructors,
- Adds an additional day of final exams in the Fall to reduce the number of weekday classes with Saturday final exams,
- Creates a longer break between the Fall and Spring semesters,
- Keeps Commencement before Memorial Day weekend,
- Restores a Fall start date that allows Financial Aid checks to be mailed out further in advance of the start of the Fall semester,
- May assist veterans in receiving “Break Pay” during Summer,
- Gives students needing to take remedial Palomar mathematics classes a longer schedule adjustment period, and
- Satisfies the Assembly Bill 720 requirement that all CSU campuses be closed in observance of Veteran’s Day; now, therefore, be it

RESOLVED, That California State University San Marcos adopt the attached APC Academic Calendar Construction Principles, and in particular the attached Academic Calendars for 2006-07 and 2007-08.

2006-2007 ACADEMIC CALENDAR

SUMMER 2006 Term

June 3 (Sat)	First day of classes for 10-week Summer classes and 5-week classes in first Summer block
July 4 (Tue)	Independence Day holiday - campus closed
July 7 (Fri)	Last day of classes for 5-week classes in first Summer block
July 8 (Sat)	First day of classes for 5-week classes in second Summer block
August 1 (Tue)	Initial Period for filing applications for Spring 2007 begins
August 11 (Fri)	Last day of classes for all 10-week Summer classes and 5-week classes second Summer block
August 17 (Thur)	Grades due from instructors; last day of Summer term

FALL 2006 Semester

August 21-23 (Mon-Wed) <i>TBD</i>	Faculty pre-instruction activities <i>Convocation for faculty and staff</i>
August 24 (Thur)	First day of classes
September 4 (Mon)	Labor Day holiday— campus closed
October 1 (Sun)	Initial period for filing applications for Fall 2007 begins
October 18 (Wed)	Last day of class for first session of Fall half-semester classes
October 19 (Thur)	First day of class for second session of Fall half-semester classes
November 10 (Fri)	Veteran's Day (observed) — campus closed
November 23-25 (Thur-Sat)	Thanksgiving holiday — campus closed
December 8 (Fri)	Last day of classes
December 9-15 (Sat-Fri)	Final examinations
December 21 (Thur) <i>TBD</i>	Grades due from instructors; last day of Fall semester Staff accumulated holidays — campus closed

SPRING 2007 Semester

January 17-19 (Wed-Fri)	Faculty pre-instruction activities
January 20 (Sat)	First day of classes
March 16 (Fri)	Last day of class for first session of Spring half-semester classes
March 17 (Sat)	First day of class for second session of Spring half-semester classes
March 26-31 (Mon-Sat)	Spring break — campus closed March 31 (Cesar Chavez Day)
May 11 (Fri)	Last day of classes
May 12-18 (Sat-Fri)	Final examinations
May 19-20 (Sat-Sun)	Commencement weekend
May 24 (Thur)	Grades due from instructors; last day of Spring semester

2007-2008 ACADEMIC CALENDAR

SUMMER 2007 Term

June 2 (Sat)	First day of classes for 10-week Summer classes and 5-week classes in first Summer block
July 4 (Wed)	Independence Day holiday - campus closed
July 6 (Fri)	Last day of classes for 5-week classes in first Summer block
July 7 (Sat)	First day of classes for 5-week classes in second Summer block
August 1 (Tue)	Initial Period for filing applications for Spring 2008 begins
August 10 (Fri)	Last day of classes for all 10-week Summer classes and 5-week classes second Summer block
August 16 (Thur)	Grades due from instructors; last day of Summer term

FALL 2007 Semester

August 20-22 (Mon-Wed)	Faculty pre-instruction activities
<i>TBD</i>	<i>Convocation for faculty and staff</i>
August 23 (Thur)	First day of classes
September 3 (Mon)	Labor Day holiday— campus closed
October 1 (Mon)	Initial period for filing applications for Fall 2008 begins
October 17 (Wed)	Last day of class for first session of Fall half-semester classes
October 18 (Thur)	First day of class for second session of Fall half-semester classes
November 12 (Mon)	Veteran's Day (observed) — campus closed
November 22-24 (Thur-Sat)	Thanksgiving holiday — campus closed
December 7 (Fri)	Last day of classes
December 8-14 (Sat-Fri)	Final examinations
December 20 (Thur)	Grades due from instructors; last day of Fall semester
<i>TBD</i>	Staff accumulated holidays — campus closed

SPRING 2008 Semester

January 16-18 (Wed-Fri)	Faculty pre-instruction activities
January 19 (Sat)	First day of classes
January 21 (Mon)	Martin Luther King Jr. Day – campus closed
March 14 (Fri)	Last day of class for first session of Spring half-semester classes
March 15 (Sat)	First day of class for second session of Spring half-semester classes
March 31-April 5 (Mon-Sat)	Spring break — campus closed March 31 (Cesar Chavez Day)
May 9 (Fri)	Last day of classes
May 10-16 (Sat-Fri)	Final examinations
May 17-18 (Sat-Sun)	Commencement weekend
May 22 (Thur)	Grades due from instructors; last day of Spring semester

APC Academic Calendar Construction Principles

Executive Summary:

Primary considerations that have guided the development of a New Academic Calendar

- Balancing instruction across the days of the week to the greatest extent possible
- Increasing time for grading final exams and assigning final grades
- Correcting an unintended consequence of the current calendar which sometimes eliminates January benefits for adjunct instructors
- Adding an additional day of final exams in the Fall to reduce the number of weekday classes with Saturday final exams
- Creating a longer break between the Fall and Spring semesters
- Keeping Commencement before Memorial Day weekend

Additional factors that have guided the development of a New Academic Calendar

- Restoring a Fall start date that allows Financial Aid checks to be mailed out further in advance of the start of the Fall semester.
- An earlier Fall start date may assist veterans in receiving “Break Pay.”
- A Fall start closer to that of Palomar College will give students needing to take remedial Palomar mathematics classes a longer schedule adjustment period.

A final change is required by Assembly Bill 720, which requires all CSU campuses to observe Veteran’s Day by closing on November 11 (or the weekday closest to November 11, if November 11 falls on a weekend); this requirement takes effect in Fall 2006.

The Primary Factors:

Balancing Instructional Days

- The 1998 Academic Senate established as a calendar planning principle that “Fifteen (15) instructional days of each day of the week be included in each semester. A maximum of one day of the week with only 14 instructional days is acceptable.”
- The current calendar has a 15-15-15-14-14 M-T-W-R-F pattern in the Fall and a 14-15-15-15-14 pattern in the Spring.
- Neglecting the effect of the Veteran’s Day campus closure, the new calendar proposal would have a 14-15-15-15-15 M-T-W-R-F pattern in the Fall
 - The “missing” Monday is Labor Day
 - One additional instructional day (which could be a Monday, Tuesday, Wednesday, Thursday or Friday) will be removed for Veteran’s Day
 and either (depending on the year) a 14-15-15-15-15 or a 15-15-15-15-15 pattern in the Spring
 - The “sometimes missing” Monday is Martin Luther King, Jr. Day

Time for Grading Exams

- The current calendar was developed with three work days for grading in each term:
 - Monday-Wednesday in Fall (unless the grading period spills into January because the campus closes)
 - Friday, Monday and Tuesday in the Spring
 - Thursday, Friday and Monday in the Summer
- Discussion in the Academic Senate last year clearly established a need for at least one additional grading day in the Fall.
- The new calendar proposal will have a four working day (Monday through Thursday) final exam grading/grade assignment period in both the Fall and Spring.

Effect on Adjunct Benefits

- The current calendar has January as the first pay period of the Spring semester

- Under older calendars, the first pay period was February
- Adjunct faculty whose contracts are reduced from .40 or higher in the Fall to below .40 in the Spring, now lose their benefits one month sooner
 - At the end of December, instead of the end of January.
- The new calendar proposal starts the Spring semester slightly later than the current calendar does, making it possible to once again have February be the first pay period of the Spring semester
 - Thus benefits will continue through January for adjunct instructors whose time bases are reduced as described above.

Restoring Complete Finals Weeks

- The current calendar has a five-day (Tuesday-through-Saturday) Final Exams period in the Fall
 - The Monday of the last week is an instructional day which balances the loss of an instructional Monday due to Labor Day
 and a six-day (Friday-through-Thursday, with no exams on Sunday) Final Exams period in the Spring
- The new calendar proposal has six-day (Saturday-through-Friday, with no exams on Sunday) Final Exams periods in both the Fall and Spring semesters.

Increasing the Winter Break

- The current calendar starts the Wednesday before Martin Luther King, Jr. Day (mid-January) and has only the following holidays before the Winter break
 - Martin Luther King, Jr. Day
 - Spring Break (scheduled to include Cesar Chavez Day)
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day (and the following Friday)
- Even so, sometimes Fall grades are not due until January.
 - In January 2009 (even with only a 3-day finals grading period), there would only be 11 calendar days between Fall grades due and the Spring Faculty Preparation Period.
 - This doesn't leave enough time to perform essential processes (rolling and posting final grades, schedule adjustments in light of Fall grades received, etc.)

Increasing the Winter Break

- The new calendar proposal starts the Fall semester early enough that (even with an additional day of exams, and an additional grading day) grades are always due before Christmas.

Calendar days between Fall and Spring semesters	Current Calendar	New Calendar Proposal
2006-07	20	26
2007-08	12	26
2008-09	11	27
2009-10	20	33

Commencement before Memorial Day weekend

- The New Calendar Proposal preserves the feature in the current calendar of having Commencement take place before the Memorial Day weekend
 - With earlier calendars, there had been complaints about having Commencement take place on the Memorial Day weekend.
 - The New Calendar Proposal determines Spring semester dates so as to give the latest possible start to the Spring semester that is consistent with having Commencement on the weekend before the Memorial Day weekend.

Calendar Construction Methodology:

How is this all possible?

- The current calendar was designed to be a YRO calendar and in order to achieve CO standards for a YRO Summer, it included a Summer Session with
 - 12 weeks of instruction (with two holidays: Memorial Day and Independence Day)
 - A 3-day faculty preparation period
 - A 4-day (Saturday-through-Wednesday, with no exams on Sunday) Final Exams period
 - A 3-day grading period at the end of the session
 - A total of almost 14 weeks
- Budget realities have kept us from being able to significantly grow Summer enrollments, and so the new calendar proposal returns the campus to a ten week Summer session with
 - 10-week classes running the full length of the session
 - 5-week classes running in each half of the session
- This gives almost 4 weeks that can be reallocated elsewhere in the calendar.

What else changes?

Due to calendar nuances, the details may change slightly from year-to-year, but roughly ...

1. Two of these weeks are used to create one week “dead period” buffers before and after the summer session.
2. The Fall semester begins a week and a half earlier. The additional days
 - Balance Fall instructional days
 - Classes begin on a Thursday to make-up for the Thanksgiving holiday
 - Add an additional exam day, and an additional grading day
 - The Faculty Preparation Period is shortened from 4 days to 3
 - End the Fall semester earlier
3. The Spring semester gains an additional instructional day (in most years) and starts a little later.

Some of the Fine Detail Stuff (Start of the Fall Semester)

Current Calendar

- First day of classes is the Tuesday after Labor Day (September 2-4) or the Monday before Labor Day (August 25-31)
- Faculty Preparation Period is the preceding Tuesday-Friday

New Calendar Proposal

- First day of classes is 17 Thursdays before the last Thursday that the campus is open in December (August 20-26)
- Faculty Preparation Period is the preceding Monday-Wednesday

Some of the Fine Detail Stuff (Start of the Spring Semester)

Current Calendar

- First day of classes is the Tuesday after Martin Luther King, Jr. Day (January 16-22)
- Faculty Preparation Period is the preceding Wednesday-Friday

New Calendar Proposal

- If there are 18 Mondays between Martin Luther King, Jr. Day and Memorial Day
 - First weekday of classes is the Monday after Martin Luther King, Jr. Day (January 22-28)
 - Classes begin on the preceding Saturday
 - Faculty Preparation Period is the preceding Wednesday-Friday
- If there are 17 Mondays between Martin Luther King, Jr. Day and Memorial Day
 - First weekday of classes is the Tuesday after Martin Luther King, Jr. Day (January 16-22)

- Classes begin on the preceding Saturday
- Faculty Preparation Period includes as many days of the Wednesday-Friday as can be included in the February pay period
 - Only Thursday and Friday in 2009

Some of the Fine Detail Stuff (Start of the Summer Session)

Current Calendar

- First day of classes is the Tuesday after Memorial Day (if Memorial Day is the 4th Monday in May) or the Monday before Memorial Day (if Memorial Day is the 5th Monday in May)
- Faculty Preparation Period is the preceding Wednesday-Friday

New Calendar Proposal

- First day of classes is the Monday after Memorial Day
- No Faculty Preparation Period (but the week of Memorial Day is a “dead week” between the Spring and the Summer)

Some of the Fine Detail Stuff (The Break between Spring and Fall)

- The new calendar proposal does reduce the break between the end of the Spring semester and the start of the Fall semester by typically about one and a half weeks

Calendar days between Spring & Fall semesters	Current Calendar	New Calendar Proposal
Summer 2006	97	96 (transitional year)
Summer 2007	104 (late Fall start; Finals end 12/22)	87
Summer 2008	97	87
Summer 2009	97	87

The Additional Factors:

Financial Aid Disbursement 101

- Federal regulations determine when aid can be disbursed to the student
- Aid cannot be disbursed to a student’s account any earlier than 10 days prior to the first day of classes.
- Once funds are applied to a student's account, Student Financial Services / Accounting runs the processes of creating direct deposits or checks for students.
- Working together with Financial Aid, this is a two-to-three day process.
- Starting on certain days of the week makes the process easier/faster, and other make it harder/slower.
- The worst case is when classes start on Tuesday or Wednesday
 - The earliest disbursement occurs on a weekend
 - The worst of the worst is when the start of term is a Tuesday after a Monday holiday, since students receiving checks by mail could be negatively impacted by the two days prior to the start of term when no mail service is available
- Fall Semesters:
 - The Current Calendar has the first day of class on either the Monday before Labor Day or the Tuesday after Labor Day [Worst cases]
 - The New Calendar Proposal always has a Thursday start.
- Spring Semesters:
 - The Current Calendar has a Tuesday first day of class (day after Martin Luther King, Jr. Day) [Always the worst case]
 - The New Calendar Proposal sometimes has the first day of class on the Tuesday after Martin Luther King, Jr. Day, but also in some years this falls on the Saturday after Martin Luther King, Jr. Day [Sometimes the worst case]

- Summer Session:
 - The Current Calendar has either a Monday first day of class (week before Memorial Day) or a Tuesday after Memorial Day (day after Memorial Day) [Worst cases]
 - The New Calendar Proposal always has a Saturday start (weekend after the Memorial Day weekend)

Calendar Effect on Veteran’s Benefits

- An earlier start to the Fall semester makes it easier for veterans to receive “Break Pay,” which could be as much as one month’s pay.

Schedule Adjustments for Students Taking Palomar Math Courses

- Starting the Fall semester closer to when Palomar College begins will make it easier for students needing to take Palomar Math 15 and Math 50 to make progress towards clearing the ELM requirement to make schedule adjustments
 - The Current Calendar had the last day to add these courses falling at the beginning of the second week of classes

Comparisons with Calendars at Primary Feeder Community Colleges (Palomar, MiraCosta, and Mt. San Jacinto):

- Only Palomar College has published its 2006-07 calendar, so the 2005-06 calendars have been compared to the calendar that the proposed guidelines would have generated for CSUSM
- Start of Fall 2005 Classes
 - Mt San Jacinto: Monday, August 15
 - Palomar: Monday, August 22
 - MiraCosta: Monday, August 22
 - **CSUSM (proposed): Thursday, August 25**
 - CSUSM (actual): Monday, August 29
- Start of Spring 2006 Classes
 - Palomar: Tuesday, January 17
 - CSUSM (actual): Tuesday, January 17
 - **CSUSM (proposed): Saturday, January 21 (Monday, January 23 for weekday classes)**
 - MiraCosta: Monday, January 23
 - Mt San Jacinto: Monday, January 23
- Location of Spring Break (also includes closest school districts)
 - Palomar: Week of March 20-24
 - MiraCosta: Week of March 20-24
 - CSUSM (actual): Week of March 27-31
 - **CSUSM (proposed): Week of March 27-31**
 - Mt San Jacinto: Week of April 3-7
 - San Marcos Unified School Elementary and Middle School Schedule: Weeks of April 3-7 and 10-14
 - Vista Unified School District K-8 Schedule: Weeks of April 3-7 and 10-14
 - San Marcos Unified School District Traditional High School Schedule: Week of April 10-14
 - Vista Unified School District High School Schedule: Week of April 10-14
 - Escondido Union School District: Week of April 10-14 & April 17-18