

**CALENDAR STANDING COMMITTEE**  
**PASADENA AREA COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING**  
Wednesday, October 16, 2019 - 1:00 – 2:00 p.m. – C-217

**NOTES**

**COMMITTEE MEMBERS PRESENT**

Terry Giugni, Co-Chair, Vice President, Instruction  
Matt Henes, Co-Chair, Academic Senate President  
Locknath Persaud, Academic Senate  
Richard Harsha, Classified CSEA  
Martha House, Dean  
Isela Ocegueda, Dean  
Suzanne Anderson, Academic Senate  
Kerin Huber, Academic Senate  
Jeff Winter, Academic Senate  
Denise Albright, Classified Senate  
Pat Krause, Classified CFT  
Arlene Reed, Director of Admissions and Records

**GUESTS:**

**CALL TO ORDER AND INTRODUCTIONS**

T. Giugni welcomed everyone and called the meeting to order at 1:07 p.m.

There was no public comment.

**MOTION** to approve the notes of September 18, 2019 by I. Ocegueda; seconded by J. Winter

D. Albright noted misspelling of P. Krause name. "e" will be added to correct.

**VOTE:**

- ***All in favor:*** L. Persaud, R. Harsha, K. Huber, J. Winter, S. Anderson, D. Albright, P. Krause, M. House, I. Ocegueda, A. Reed
- ***All opposed:*** none
- ***Abstentions:*** none

***Motion carries.***

**MOTION** to approve the reorder of the agenda to review New Item VI before Information Item IV by M. House; seconded by A. Reed.

**VOTE:**

- ***All in favor:*** L. Persaud, R. Harsha, K. Huber, J. Winter, S. Anderson, D. Albright, P. Krause, M. House, I. Ocegueda, A. Reed
- ***All opposed:*** none
- ***Abstentions:*** none

***Motion carries.***

**New Item DISCUSSION**

## Draft of Survey Questions

T. Giugni and M. Henes shared and reviewed six possible scenarios for a 2020-2021 calendar. T. Giugni indicated that the Superintendent/President would like spring semester to end by June 1 so students are better able to participate in summer internships and research opportunities. M. Henes recommended that members think outside the box with regard to starting and ending dates of the semesters. He mentioned discussing the length of summer session and winter intersession to start the conversation on how a 16 week, 15 week, or a 14 week spring semester would impact students, faculty and staff.

The committee generated questions for the Office of Institutional Effectiveness to survey the campus. A draft survey will be emailed to committee members for review prior to its dissemination.

The committee discussed questions in the creation of a survey that explains the proposed calendar changes and elicits feedback from students, faculty and staff. Through the Office of Institutional Effectiveness, each constituency group would have similar questions and then drill down to specific questions applicable to their status at the college.

Summarized draft questions (with editing):

1. How important is having a Winter Intersession?
  - a. Add something about length 4, 5, or 6 weeks
2. If Winter is important please indicate why?
  - a. A. need to re-take a class from a previous semester.
  - b. Need to complete a course for completion (degree, certificate, or transfer)
  - c. other
3. How important is spring break;
4. Maybe question about shortened spring break (full week versus 4 day weekend)
5. How much time do you need between the terms.
6. Would you prefer a shorter semester than the present 16 week semester?
  - a. Maybe a ranking question about lengths of terms
7. Are you willing to have shorter semesters with longer classroom hours.
8. (Instructors) Does spring break play into your curriculum? If so explain.
9. Would a shorter term benefit you?
  - a. 14 week terms
  - b. 15 week terms
10. Do you believe that a term that ends on or before June 1 will increase your chances to obtain a job, internship, or other summer work opportunity? Yes or No Please indicate what.
11. Questions about M-Saturday Calendar
  - a. MW/TTH/WF/THS

Students

12. Would you attend a fourteen week spring course if it involved attending every Saturday?
13. Would you prefer a shortened (long weekend) spring break in order to end the spring semester in early June?
14. Would you consider a class during a 4 week intersession?
15. Would you consider a class during a 5 week intersession?
16. Would you consider a class during a 6 week intersession?

**Administrators/Managers, Classified Staff,**

17. How much time between semesters does your work area need to prepare for upcoming terms

**Faculty**

18. Does spring break play into your curriculum?

19. Would you be able to teach what you typically teach in 4 weeks/5 weeks/6 weeks (what do you teach?)

20. Questions about finals? Do we need a finals week or could you give your final on the last day of class? (it might also be important to ask students about finals)

**Information Item DISCUSSION**

Student feedback is essential as T. Giugni noted that students were not present at the meeting. He will reach out to Associated Students for the representatives' names to contact them for inclusion at the November meeting.

M. Henes discussed student success based on length of term and the potential negative effect of a compressed calendar on math courses.

A. Reed discussed implementing the new calendar ending in early June in two years rather than for the 2020-2021 academic calendar so faculty, staff and students have time to adjust to the potential upheaval of a new structure. T. Giugni indicated that he'd like board approval at the December board meeting so deans can begin scheduling for fall, 2020.

M. House and K. Huber discussed flexibility in matching instruction lengths to course difficulty/time requirements and also allowing multiple options for instructors to teach. L. Persaud proposed a June 4 ending date.

J. Winter and M. House mentioned a shortened winter break not allowing sufficient time for set up of lab course materials or recovering from the semester. The concern is that such a short break between fall and spring does not allow much time to prepare (or to be rested/refreshed) for the upcoming term... both for students AND faculty. There was also discussion on the impact on adjunct teaching opportunities.

D. Albright mentioned the need for "down" time between semesters and a need for time off during spring break for families.

T. Giugni shared and reviewed a *Session Taking Behavior of Students* document and explained that NA resulted because there was no winter intercession. This dashboard will be available to all committee members to review various data relating to student participation during various years and semesters. It was noted that Fall and Spring semester are attended far greater than winter and summer.

The committee reviewed the *Length of Term Impact on Class meeting Time* data M. House discussed a shorter spring break combined with the March Caesar Chavez holiday. T. Giugni mentioned that there must be three days of instruction in a week to qualify for apportionment.

I. Ocegueda and T. Giugni discussed shortening finals week and changing its structure to last class meeting, i.e. if a two hour final was needed it could be given during the last two regularly scheduled classes. I. Ocegueda questioned if a shorter term would benefit the students and M. House discussed the mental health of breaks between and during semesters.

**ADJOURNMENT**

**MOTION** to adjourn the meeting at 2:11 pm by I. Ocegueda; seconded by M. House.

**VOTE:**

- ***All in favor:*** L. Persaud, R. Harsha, K. Huber, J. Winter, S. Anderson, D. Albright, P. Krause, M. House, I. Ocegueda, A. Reed
- ***All opposed:*** none
- ***Abstentions:*** none

***Motion carries.***

**FUTURE MEETING DATE**

Wednesday, November 20, 2019

**Recorder:** JoEllyn McGrath