

**Pasadena City College  
Calendar Committee  
Meeting Minutes - Thursday, October 25, 2012**

**Calendar Committee Members Present**

**Committee Co-Chair**

Krista Walter, Co-Chair, Calendar Committee

**Classified**

Haroldine Gardner, ISSU

**Academic Senate**

Matthew Henes, Mathematics

Loknath Persaud, Languages

Phil Ricards, Social Sciences

Tomas Riojas, Counseling

**Management Association**

Dina Chase, Assoc. Dean, A&R Dept.

**Confidentials**

Cynthia Smith, Administrative Assistant

**Calendar Committee Members Not Present**

Miranda Alvarado, Associated Students

Jim Arnwine, Division Dean

Dr. Robert Bell, Co-Chair, Calendar Committee

Peter Benson, POA

Richard Harsha, CSEA

Lydia McDonald, Academic Senate

Glenna Watterson, Classified Senate

**I. Call To Order**

The meeting was called to order at 12:10 p.m. by Krista Walter, Co-Chair of the Calendar Committee.

**II. Approval of Minutes of October 25, 2012**

Krista Walter called for a motion for approval of the minutes.

**On Motion of Haroldine Gardner and seconded by Matt Henes, the Calendar Committee voted 8-0 to approve the minutes of the September 27, 2012 Calendar meeting.**

**III. Public Comments**

Matt Henes read an email from Melissa Michelson, ESL Department. Other public comments were from Roger Marheine, David Colley and committee members Matt Henes, Krista Walter, Phil Ricards, Haroldine Gardner and Cindy Smith regarding the current student calendar.

There was discussion about an extension of the purview of the Calendar Committee, and a request to place on the next calendar agenda a discussion of forming a Shared Governance Committee to research this. *(Calendar Co-Chair, Dr. Bell, will address the Calendar Committee at the January meeting regarding this matter, and the role of College Council concerning this.)*

**IV. 2012-2013 Student Calendar**

Matt Henes requested we look at the Student Calendar based on fixed dates, holidays and dates we can adjust. He asked for confirmation of the January 7, 2013 start date, everyone agreed to this. There was also concern on the back page of the calendar for the deadline to turn in grades for Fall 2012 (deadline is January 2, 2013) and why it is so early. Dina Chase explained that the Admissions and Records Department sets those dates as they need to ensure that transcripts are mailed out to students and transfer schools in time to meet deadlines.

Haroldine Gardner asked if we verified 176 Instructional Days on the Student Calendar. David Colley stated he did this and confirmed it with Dr. Bell.

Krista Walter said she would ask the Academic Senate about a second Professional Development Day in the spring. Matt Henes said we could decide on the date today and then Krista Walter could take that date back to the Senate for consideration. Dates in February and March were discussed, then April. The final suggestion of the committee was for April 11, 2013. Krista Walter said we should put it on the calendar for now and she will bring it to the Senate for approval. *(Before the calendar went to final print, Academic Senate members did not want a second Professional Development Day placed on the calendar for Spring 2013.)*

The Committee reviewed Spring 2013 dates and agreed that January 7 through May 12, 2013 dates stand; Matt Henes moved to approve these dates.

**On motion of Matt Henes and seconded by Phil Ricards the committee voted 8-0 to approve the Spring 2013 semester calendar dates.**

Matt Henes then asked about Summer 2013, if we were looking at a 4 day work week or if it would remain at 5 days. There is not a definitive response as yet. The dates for summer would be May 13<sup>th</sup> through August 2<sup>nd</sup> for a 12 week term. There was discussion about adding semester term dates to the front of the calendar and highlighting these as opposed to looking at the front middle columns or the back of the calendar to find these beginning and ending dates. Phil Ricards suggested scheduling class start dates within the 12 week term; they do not necessarily have to start on May 13th. Dave Colley said while that could be done, logistically doing so involves scheduling and classroom availability concerns.

Cindy asked for uniformity on wording of pre-census; Matt Henes asked for same thing on the Last Day of Classes for various semesters. Kathy Barnes will ask Jesus Ruiz to make these changes and verified the following additional changes: April 11, 2013 insertion of Professional Development Day *(since removed)*, and addition of four beginning and ending term dates to front of calendar, highlighted in yellow.

## **V. Adjournment**

Meeting adjourned at 1:03 p.m.