

Notes on Academic Calendars

December 6, 2017

Non-standard holidays

Districts are permitted to designate local holidays in addition to those noted on the Mandated Holidays memo, but there are implications for attendance accounting.

If a District establishes a local holiday, any full-term credit classes that would normally be scheduled to meet on that day would no longer be eligible for the Weekly Census accounting method. Most of those classes would be shifted to the Daily Census procedure, but some would need to be shifted to the Positive Attendance procedure.

Two scenarios, based on setting up Tuesday Feb 5th (Lunar New Year) as a local holiday:

- CNIT 100 is a full-term class scheduled TR 8:10-9:25AM that's currently set up as Weekly Census. This class would change from Weekly Census to Daily Census, and we'd experience about a 5% reduction in the FTES for this class.
- ANAT 25 is a full-term class scheduled MW 8:40-9:55 (Lecture) and also T 9:10-12:00 (Lab). While this class has a regular number of hours per week, if we designated Lunar New Year as a local holiday, we would not be able to designate it as Daily Census since it meets for 1.5 hours on Mondays and Wednesdays, and for 3 hours on Tuesdays. This class would need to be designated as Positive Attendance. We would lose apportionment for any students that stopped attending, and faculty would need to keep daily attendance records for each student.

In Spring 2017, the college generated about 2500 FTES in weekly census classes that included a Tuesday meeting. Putting in a local holiday on a Tuesday and getting a 5% reduction in generated FTES based on the change in accounting methods would result in a loss of 125 FTES.

Fewer than 16 meetings of a day of the week

Establishing a calendar with a minimum of 16 days of instruction for each day of the week is ideal, as it ensures that we can meet the minimum number of hours for the award of credit with a normal schedule for a class (i.e., a 3-unit lecture class meets 3 hours/week).

If we were to establish a schedule with only 15 meetings of a day of the week, we would need to extend the class time to ensure that we met the minimum hours for the award of credit, but we would need to take care not to add an excessive amount of time and violate Title 5 Section 58050(a)(5):

"The number of contact hours for which apportionment is claimed shall not exceed the number specified in the course outline of record, subject to computation adjustments authorized pursuant to other provisions of this subchapter..."

For example, if we were to only have 15 Mondays in a calendar, the following table summarizes the different ways we could schedule a class like POLS 1 (a 3-unit lecture class which needs to meet for a minimum of 48 hours).

Schedule	Hours per Day	Total Actual Number of Meetings	Total Scheduled Hours	Hours Used for Apportionment
MWF 9:10-10:00	1	49	49	$3 \times 17.5 = 52.5$
MW 9:10-10:25	1.5	32	48	$3 \times 17.5 = 52.5$
W 6:00 – 8:50	3	17	51	$3 \times 17.5 = 52.5$
M 6:00 – 9:05	3.3	15	49.5	$3.3 \times 17.5 = 57.75$

Thanksgiving Week

If we were to designate just the day before Thanksgiving as a local holiday, it would have two effects:

- all of the implications of local holidays noted above with relation to weekly census classes
- this week would no longer be eligible to be counted as a week of instruction for the purposes of 35 total weeks of instruction between the two primary terms

If we were to designate an *entire week* off for Thanksgiving (Monday through Sunday), we would no longer have the issue with Weekly Census classes (since we're taking the whole week off), but we would likely have the issue with 15 Mondays, and Monday-only classes would be extended.