

Thanks, Phyllis, for your time and expertise! Sincerely, the Academic Affairs Committee

Referral AA-003-256 “Academic Calendar with 5 Year Projection”

Academic Affairs Committee Review

General questions:

- In the future, is it possible to receive an Excel as well as PDF file? Some committee members had difficulties with the PDF file. **I strongly recommend against this based on past experience. It is too easy to accidentally change an Excel file. Such a change, especially to a shared cloud file, has happened multiple times in the past and caused significant issues.**
- Many committee members noted how Columbus Day (as written currently) can be recognized as Indigenous People’s Day. At our meeting on 11/12, Keith mentioned how this can be addressed in the form of a separate referral. If there is anything else to consider about this, please let us know! **I have no additional comments.**
- Throughout the calendars, the dates for “First day to apply for current term graduation” are consistently marked as Dec 1, Jan 1 and Aug 1, even though they fall on different days of the week (sometimes Saturday, as in the case of the '25-'26 calendar. Is this correct? **Yes.**
- Throughout the calendars, the dates for “Constitution Day” and “National Voter Registration Day” (which always falls on a Tuesday) are consistently marked as September 17. These dates will need to be updated each year (circled in red on the pdf doc) **Thanks for catching this. Constitution Day is September 17 because it is the commemoration of an event. I forgot to clear the template for National Voter Registration Day so that it can be filled in every year. I have changed the date for 2026 to September 15 and removed the date in following years.**

Specific suggestions/questions:

1. Page 1 - Update “May 2026” to “May 2027” (bottom middle of doc, circled in red) **Corrected**
1. Page 1 - Fall 2026 grades are due Dec 18, so 12/18 should be green (circled in red) **Corrected**
2. Page 1 - 12/21 should not be green since grades are due 12/18 (circled in red) **Corrected**
3. Are 12/22~24 the wrong color? **Yes. Corrected**
4. Page 1 - 1/20 should be marked yellow since this is the date for Final Exams during Winter Session I (circled in red) **Corrected**
5. Page 1 - 1/21 should be marked green since grades are due for Winter Session I. (circled in red) **Corrected**
6. Page 1 - Should 1/18-1/19 and 1/22 be white? (circled in red) **1/18 is Martin Luther King, Jr. Day and should be white. 1/19 is the last day of Winter Intersession and is now green. 1/21 and 1/22 are white because the Winter Intersessions are over and the Spring semester has not yet started. These have all been corrected.**

7. Page 1 - In 5/21, there is an overlap with finals week and commencement (also not sure if the color is supposed to be half and half). I think this has happened in the past but then we have graduating seniors that have finals during their commencement. Should this be addressed? (circled in red) This issue has been discussed multiple times over the years. Several changes have been attempted with poor acceptance by graduates and their families. The best person to contact about this is Helen Ynglesias (heyniquez@cpp.edu) in Advancement.
8. Page 1 - If there is supposed to be an overlap with colors for days with shared dates, 05/28 should also be half orange and green (for consistency). (circled in red) Corrected
9. Page 1 - Question: In Fall 26, Mo/We workload is 2 days less than Tu/Th workload. Is this correct? Yes. This is sometimes unavoidable due to holidays.
10. Page 1 - Question: It appears there may be instruction days error on Sep. and Feb. Is this correct? Yes, and also in December. All have been corrected.
11. Page 1 and 2 - Spring break between weeks 9 and 10 ('25-'26 it is between weeks 10 and 11). Is there a reason? Yes. In order to avoid additional differences between MoWe and TuTh instructional days, Spring break is the week that Cesar Chavez Day is observed.
12. Page 3 - In Fall 2027, classes start on a Thursday and add/drop ends on a Thursday. In Spring 2028, classes start on a Saturday and add/drop ends on a Friday. Is this correct? That is the historic pattern. I have not had a thorough discussion of this point with the Registrar. I do see the point that this gives an extra Thursday to add/drop in Fall.
13. Page 4 - Fall 2028 end of semester for faculty and Grades Due should be Dec 22, 2028, which is the Friday of that year (circled in red) No, 12/21/28 is correct. 12/22 is the last working day before Christmas. This day is not a usual work day because the Governor gives state employees a half day off and the campus president usually gives employees the other half. Grades should not be due on a day where neither faculty nor staff in the Registrar's office aren't working.
14. Page 5 - Not completely certain, but after checking the last two years' calendars, it looks like Winter 2030 (both 4-week & 2-week) dates may be off by one day. My understanding is Winter classes end on Wednesday, finals are on Thursday, and grades are due Friday. If that's right, suggested updates: The dates in the calendar are correct. The first workday of the spring 2030 semester for faculty is January 18. As in the other calendars, grades are due for winter intersession the day before that.

- Classes end: Jan 15 → Jan 16
- Finals: Jan 16 → Jan 17
- End of semester for faculty: Jan 16 → Jan 17
- Grades due (9:00 a.m.): Jan 17 → Jan 18
- Grades finalization date: Jan 24 → Jan 25