



2017-2018 College Committee

ACADEMIC CALENDAR COMMITTEE

Sponsor: Dr. Matilda Saenz, Interim Vice President of Instruction and Economic Development

Chair: Mark Secord, Dean of Academics

Co-Chair: Julia Garcia, Dean of Workforce Training

Secretary: Mary Cowan, Sr. Administrative Assistant to VPIED

Contact Person (Name/Title): Mark Secord, Dean of Academics

Committee Purpose:

The Academic Calendar Committee prepares the annual District Academic Calendar.

Special Guidelines, Parameters, and/or Resources:

1. The Academic calendar follows the THECB guidelines for minimum weeks in a traditional semester and flex and summer terms.
2. The Committee solicits input from represented groups, i.e., faculty, staff, program personnel, and administrators as well as reviews calendars from respective school districts.
3. The final calendar draft is forwarded to the President for placement on the Board agenda for action.
4. Once approved the final calendar is presented to the College-wide community for planning the incoming year.
5. The Committee commences its work no later than October 1, and completes the Academic Calendar proposal by the December Board Meeting.

Meeting Schedule:

Fall—September, October & November as needed to prepare and make final decisions for recommending the incoming year's Academic Calendar.



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How Work Is Communicated:

Committee members communicate to their constituent groups; draft calendar widely circulated. It is posted in SharePoint for discussion and review

Recommendations Go To:

Constituent groups for input, to Curriculum Committee for recommendation, and to the President for placement on the Board Agenda.

ACADEMIC CALENDAR COMMITTEE MEMBERSHIP

Position	Term	Name
Sponsor—Interim VP Instruction & Econ. Dev.	Ongoing	Dr. Matilda Saenz
Chair—Dean of Academics	Ongoing	Mark Secord
Co-Chair—Dean of Workforce Training/PL Site Director	Ongoing	Julia Garcia
Secretary — Administrative Assistant to VPIED	Ongoing	Mary Cowan
Member—Dean of Students	Ongoing	Lupe Ganceres
Member—Academic Representative	2016-2018	Joel Schmit
Member—Workforce Representative	2016-2018	Rolando Chavarria
Member—Director of Admissions/Registrar	Ongoing	Candy Fuller
Member—Dual Enrollment Representative	Ongoing	Susie Gaitan
Member—Accelerated Learning Academy Rep.	Ongoing	Kayla Jones
Member –QEP Representative	Ongoing	Miguel Aguilar
Member - KV Site Director	Ongoing	Cynthia Alvarado-Stinson
Member-Student Life and Housing Coordinator	Ongoing	Domingo Martinez III
Member-Site Director -Alice	Ongoing	David Sullivan
Member-Financial Aid	Ongoing	Nora Morales