

# ADMINISTRATIVE REGULATION 4010

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

## ACADEMIC CALENDAR

### I. DRAFT OF THE ACADEMIC CALENDAR

During the fall semester, the District Calendar Committee will convene to conduct an orientation including timelines and compliance requirements for the academic calendar. The Academic Senates, working with the Vice Presidents for Instruction, will meet jointly to develop at least one draft of a 12-month academic calendar for the academic year beginning two years subsequent that complies with the provisions and requirements of the following:

- Education Code
- Title 5
- Student Attendance Accounting Manual
- Board Policy 4010 – *Academic Calendar*
- SOCCCD Academic Employee Master Agreement
- SOCCCD California School Employee’s Association (CSEA) Contract
- SOCCCD Police Officer’s Association (POA) Agreement

Every reasonable attempt shall be made between the two colleges’ Academic Senates to recommend a single academic calendar for the District. Initial draft(s) of the calendar(s) will be submitted by the joint Academic Senates for review by the Educational Operations Team (EOT) for feasibility and impact on instruction, student services, and other areas by November 1. The EOT will report to the college Academic Senates the results of their review by December 1.

The Academic Senates will meet jointly to resolve any compliance and feasibility issues send final draft(s) of the proposed academic calendar(s) to the District Calendar Committee for review and recommendation.

### II. FINAL DRAFT OF THE ACADEMIC CALENDAR

The District Calendar Committee shall review the final draft(s) of the academic calendar by end of the first week of February. In the event of multiple proposed calendars, the District Calendar Committee shall attempt to reach a consensus that meets the needs of both colleges. If consensus cannot be reached, the Vice Presidents for Instruction, and the Presidents of the Academic Senates shall attempt to reconcile areas of disagreement. If no consensus can be reached, the District Calendar Committee shall determine by majority vote the academic calendar that will be recommended to the Chancellor by the end of the first week of March for Board approval.

Adopted: 10-18-12  
Revised: 03-20-14  
Revised: 01-09-20

Revised: 03-14-24

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III. COMPOSITION OF THE DISTRICT CALENDAR COMMITTEE

The District Calendar Committee shall be composed of the following members:

- Chair, Vice Chancellor, Educational and Technology Services (non-voting except in event of a tie)
- Academic Senate President or designee (voting, one from each college)
- Faculty representatives (voting, two from each college)
- Faculty Association President or designee (voting, one total)
- Student representatives (voting, one from each college)
- College Administration representatives (voting, Vice Presidents for Instruction and Vice Presidents for Student Services, four total)
- Classified Senate representatives (voting, one from each college)
- Admissions and Records, and District IT representatives (non-voting)
- CSEA representatives (voting, one from each college)
- Vice Chancellor, Human Resources and Employer-Employee Relations (non-voting)

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