

State of California
M e m o r a n d u m



To: Bruno Giberti, Academic Senate Chair
College Deans (Academic Deans' Council)
Brandon Souza, President of ASI, Student Senate
Cornel Morton, Student Affairs Council

Date: November 16, 2007

Cc: D. Arseneau
W. Baker
W. Durgin
K. Ikeda
L. Kelley
B. Melvin
C. Ney
S. Ogren
M. Suess
T. Zuur

From: W. David Conn
Vice Provost for Academic Programs and Undergraduate
Education

Subject: Academic Calendar Options for Summer Quarter 2009 to Spring Quarter 2010

Currently, Cal Poly is operating on an approved Academic Calendar extending through the end of Spring Quarter, 2009. Attached are quarter-by-quarter calendar proposals for the period from Summer Quarter 2009 to Spring Quarter 2010, with displays of the relevant months on which are indicated (by shading or color) key dates such as final examination periods and academic holidays. They are accompanied by a summary of the major considerations that were taken into account in developing each option. Please see Campus Administrative Policies 211 (<http://policy.calpoly.edu/cap/200/cap210.htm>) for pertinent policies and guidelines that influence the calendar.

Ultimately, the calendar for the entire year will be a combination of the selected proposals for each quarter.

The key points of each proposal are summarized as follows:

<i>Proposal</i>	<i>Break spring/ summer 2009</i>	<i>Final exams summer 2009</i>	<i>Start of fall 09</i>	<i>Fall 09 1st day of class</i>	<i>Break fall 09 /winter 2010</i>	<i>Instr. Planning Day</i>	<i>Class day changed to a Monday schedule</i>	<i>Holiday moved</i>	<i>Start of spring 2010</i>	<i>Observe Chavez's Birthday</i>	<i>Break Spring/ summer 2010</i>
Summer	1 week	1 week									
Fall			Sept 14	Sept 22 (Tues.)	3 weeks	Sept 21					
Winter 1							2/12 (Fri)				
Winter 2							2/16 (Tues)				
Winter 3								Observe Washington's Birthday on 2/12 (Fri)			
Spring									Monday 3/29	Wed. 3 rd class day	1 week

Hopefully, the above table is reasonably self-explanatory (please contact Kay Jensen at kjensen@calpoly.edu or 6-2227 if you have questions). Some additional clarification/consideration follows:

We propose starting fall classes on Tuesday, September 22, since the previous day is a major Muslim holiday, Eid al-Fitr. It is currently university policy to avoid having the first day of instruction on one of the Jewish High Holy Days (Rosh Hashanah or Yom Kippur). We believe, and the Provost concurs, that the same courtesy should be extended to our Muslim faculty, staff, and students. Without making other

adjustments, there would be no fewer than nine of each instructional day (Monday, Tuesday, etc.) during the quarter.

Two holidays would normally interfere with Monday classes during winter quarter 2010. To avoid this problem, we could move one of them (Washington's Birthday) to the previous Friday or we could substitute a Monday schedule on a different day. Up until now, as far as we can tell, the campus community has been pretty evenly divided on which approach to take. In the 2007-08 calendar both approaches are being used (one in winter, the other in spring), since two immovable Monday holidays occur in spring.

In accordance with Campus Administrative Policies (CAP) 210.1 and 211, the Provost and Vice President for Academic Affairs proposes a calendar to the President for approval following consultation with the Academic Deans' Council, Academic Senate Executive Committee, Academic Senate Instruction Committee, ASI, Academic Personnel, Enrollment Support Services, Human Resources, Cal Poly Corporation, and Student Affairs. Following any suggestions from these groups, the calendar can be modified to incorporate their recommendations or submitted to the President as proposed, along with a notation of recommended modifications.

By copy of this letter we are requesting that all recipients, **except for** the Academic Senate Chair, **please send any reactions and/or recommendations to Kay Jensen, Academic Programs** (email kjensen@calpoly.edu) on or before **Friday, December 7, 2007**.

We are then requesting that the Academic Senate, after reviewing the proposals and any comments and/or recommendations made by other parties, make its recommendation on or before **Friday, January 11, 2008**.

If you have any questions regarding the calendar development, please contact Kay Jensen.

Attachments

PROPOSED - ACADEMIC CALENDAR: JUNE 2009 TO JUNE 2010

Summer 2009: 49 Instructional Days

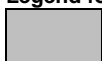
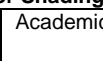
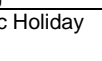
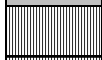
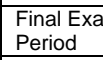
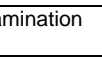
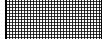
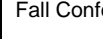
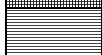
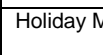
JUNE 2009						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2009						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2008						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	LD	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Legend for Shading

	Academic Holiday		Instructional Planning Day (No Classes)		First Day of Classes
	Final Examination Period		Change to a Monday Schedule		Commencement Day(s)
	Fall Conference		Evaluation Day (No Classes)		
	Holiday Moved		Faculty "Other" Work Day, No Classes		

PROPOSED - ACADEMIC CALENDAR: JUNE 2009 TO JUNE 2010

Fall 2009:
50 Instructional Days


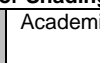


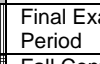


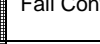


SEPTEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	LD	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Legend for Shading

	Academic Holiday		Instructional Planning Day (No Classes)		First Day of Classes
	Final Examination Period		Change to a Monday Schedule		Commencement Day(s)
	Fall Conference		Evaluation Day (No Classes)		
	Holiday Moved		Faculty "Other" Work Day, No Classes		

PROPOSED - ACADEMIC CALENDAR: JUNE 2009 TO JUNE 2010

PROPOSAL #1 Winter 2010:
48 Instr Days

JANUARY 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PROPOSAL #2 Winter 2010:
48 Instr Days

JANUARY 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			











PROPOSAL #3 Winter 2010:
48 Instr Days

JANUARY 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legend for Shading

	Academic Holiday		Instructional Planning Day (No Classes)		First Day of Classes
	Final Examination Period		Change to a Monday Schedule		Commencement Day(s)
	Fall Conference		Evaluation Day (No Classes)		
	Holiday Moved		Faculty "Other" Work Day, No Classes		

PROPOSED - ACADEMIC CALENDAR: JUNE 2009 TO JUNE 2010

Spring 2010: 48 Instr Days

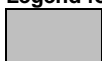


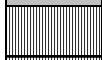


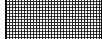

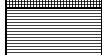

MARCH 2010						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Legend for Shading

	Academic Holiday		Instructional Planning Day (No Classes)		First Day of Classes
	Final Examination Period		Change to a Monday Schedule		Commencement Day(s)
	Fall Conference		Evaluation Day (No Classes)		
	Holiday Moved		Faculty "Other" Work Day, No Classes		

PROPOSED ACADEMIC CALENDAR CONSIDERATIONS

For the June 2009 to June 2010 Academic Calendar

Summer Term 2009 (49 instructional days)		
June Commencement is Saturday, June 13. There is a 1-week break between spring and summer terms. Summer classes begin Monday, June 22. Independence Day, July 4, falls on Saturday, and Friday, July 3 is an Academic Holiday. Last day of classes is Friday, August 28; finals are August 31-September 4. Labor Day is Monday, September 7.		
Fall Term 2009 (50 instructional days)		
(Ramadan is on August 22; Rosh Hashanah begins on Sept. 19, Eid-al-Fitr is on Sept. 21; Yom Kippur is on Sept. 28.) There is a 1-week (9 days) break between the end of summer term and the beginning of fall term. Instructional Planning day, Monday, Sept. 21 (Eid-al-Fitr). Fall classes begin on Tuesday, September 22. Veterans' Day is observed on Wednesday, November 11. Thanksgiving holiday is observed Wednesday, November 25 through Sunday, November 29. Last day of classes is Friday, Dec. 4; finals are Dec. 7-11.		
Winter Term 2010 (48 instructional days)		
There is a 3-week break between the end of fall term and the beginning of winter term. Winter term begins on Monday, January 4. Martin Luther King's birthday is observed on Monday, January 18. The last day of classes is Friday, March 12; finals are March 15-19. An Evaluation Day is scheduled for Monday, March 22. (Faculty work day; not a class day.)		
W1 Proposal:	W2 Proposal:	W3 Proposal:
February 12 (Friday) is changed to a Monday schedule, following Washington's birthday, observed on Monday, February 15.	February 16 (Tuesday) is changed to a Monday schedule, preceding Washington's birthday, observed on Monday, February 15.	Observe Washington's Birthday on February 12 (Friday).
Spring Term 2010 (48 instructional days)		
There is a 1-week (9 days) break between winter and spring terms. Spring term begins on Monday, March 29. Academic holiday: Cesar Chavez's birthday is observed on Wednesday, March 31. Memorial Day is observed on Monday, May 31. The last day of classes is Friday, June 4; finals are June 7-11. Commencement ceremonies held on Saturday and Sunday, June 12 & 13 (2 nd weekend in June).		

Summer Term 2010 * Provisional dates (to be reviewed/approved Fall 08/W09)

There could be a 1-week break between the end of spring term and the beginning of summer term.
 Summer Term 2010 could begin on Monday, June 21.
 Independence Day, July 4, falls on a Sunday; July 5th would be a holiday.
 Finals could be Monday, Aug. 30 through Friday, Sept. 3.
 Labor Day will be observed on Monday, September 6.

Note: Please refer to Academic Calendar Guidelines – Campus Administrative Policies (CAP) 211. See <http://policy.calpoly.edu/cap/200/cap210.htm>.

SUMMARY OF CALENDAR DAYS

	Summer 2009	<u>Academic Year (fws)</u>		
		Fall 2009	Winter 2010	Spring 2010
Beginning Year/Term	--	5	--	--
MWF Days	29	29	28	28
TR Days	20	21	20	20
Total Qtr Instructional Days	49	50	48	48
Exams	5	5	5	5
Commencement	--	1	--	1
Instructional Planning Day	--	1	--	--
Evaluation Day	--	--	1	--
Total Qtr Academic Work Days	54	62	54	54

Total Academic Year Instructional Days (F-W-Sp) = 146

Total Academic Year Work Days (F-W-Sp) = 170