TO: The Executive Committee
FROM: Semester Conversion Directors (SCD)
SUBJECT: 14-15 ASCD 4: Semester Conversion and the Ten-Year Academic Calendar
PURPOSE: For approval by the Executive Committee

ACTION REQUESTED:
The SCD request that the Faculty Affairs Committee (FAC) be charged with preparing the ten-year University calendar to reflect the conversion of CSUEB from a quarter to semester academic calendar in Fall 2018. We request that FAC complete this important task in a timely manner to ensure Senate approval of the new calendar no later than Spring 2015.

BACKGROUND INFORMATION:
The revision of our current ten-year calendar is among the critical first steps in CSUEB’s conversion from quarter to semester. Review of the ten-year calendar is within the purview of FAC, the standing committee that is regularly consulted on issues concerning the academic calendar. 12-13 COBRA 2: Identification of Tasks & Costs Associated with Q&S Conversion and the 2013 Bellone report both identify the review of the calendar as an appropriate task for FAC.

This important work will include identifying the appropriate length of the semesters, the start dates, finals weeks, and academic recesses. The committee should consider the possibility of and appropriate length for winter and summer sessions.

We recommend that FAC work closely with AVP Opp, whose office oversees the ten-year calendar, and that the committee consult widely on campus. We recommend that the committee consult other area community college and CSU models of semester calendars.

The SCD appreciate the work of FAC on this important task and are prepared to assist in any way we can.