TO: The Academic Senate

FROM: Faculty Affairs Committee

SUBJECT: 17-18 FAC 7 revised: Revision of academic calendar for AY18-19

PURPOSE: For adoption by the Academic Senate

ACTION REQUESTED: That the Academic Senate adopt these proposed changes to the academic calendar in 2018-2019, upon signature of the President

BACKGROUND INFORMATION:

On April 2nd, FAC was informed that part of the 10-year academic calendar is out of compliance with system-wide policies [e.g. CSU HR 2017-12], and another part of our calendar may have unintended consequences for faculty that take leave in the first week of January. With the limited time left this year to revise the calendar before the start of AY18-19, FAC decided to address only the changes necessary for AY18-19, but the following years will need to be addressed by FAC next Fall Semester when there is more time for faculty feedback.

The existing academic calendar for AY18-19 has 174 total “Faculty Instructional Days” and “Faculty Duty Days,” and the CSU specifies a minimum of 170 days.

Postponing the start of Fall Semester 2018 from Aug 15 to Aug 17 (as discussed at Senate Apr 17, 2018, and as described in 17-18 BAS 1: Revision of start date for AY 18-19) to comply with CSU HR-2017-12 would reduce the total days to 172.

The Faculty Duty Days in the first week of January require that faculty to be available during this time, and those Duty Days may be problematic for faculty engaged in international travel. Should any faculty member be traveling abroad without Presidential permission on January 2-8, they would have to take leave without pay; for international faculty this could be especially problematic, but it could have ramifications for any faculty member not attending a conference or business meeting, who incorrectly believed the Duty Days in early January to be part of an extended break between semesters.

FAC7 originally suggested that we could avoid this issue in AY18-19 by making grades due Dec 18 and making Dec 17-18 “Faculty Duty Days.” The processing of grades by the registrar requires 3 consecutive working days (Dec 19-21) to generate provisional grades that can be verified and finalized on December 24. This 3-day processing time is one of the fastest amongst the CSUs and not easily shortened. Although faculty might want more time to grade finals under semesters due to a larger number of courses, if grades are not reported until December 21, then the next contiguous 3-working-days for the registrar to process grades will be Jan 2-4, with grades reviewed on the 7th and finalized Jan 8th. This reduces the
time before Spring Semester to 2 weeks instead of 4 weeks if grades are finalized Dec 24. Below we cite some of the expected consequences of reducing the period from 4 weeks to 2 weeks.

**Consequences of 2-week period for students:** If students receive an unexpected failing grade they will have either 2 or 4 weeks to address multiple potential consequences such as:

1. Financial aid disqualification if the total units drop below full time or grade point average is too low. Grade appeals require a couple of weeks after the university re-opens in January, so students might not hear the response until after the refund date for Spring Semester.
2. Delays in meeting with academic advisors to readjust their Spring Semester course schedule to account for unexpected failing grade(s).
3. Some students require verification by employers of being students in good standing, so this may delay employment plans.
4. Some students depend on tuition reimbursements that depend on satisfactory grades, so this financial aid could be delayed.
5. Degree completion verification and requests for the transfer of units to other universities would be delayed for those finishing in Fall Semester, delaying students progress beyond CSUEB.
6. International students might leave the country and not know for a couple of weeks if they are qualified to return in Spring Semester and will have a shorter time to ensure their course-load meets their visa requirements.
7. International exchange students may not be able to return to their home campus with only 2-weeks notice.
8. Some students received insurance discounts based on good grades, so later grade reporting may delay such benefits.

**Consequences of 2-week period for faculty & staff:**

1. If several failing students drop courses, sections may be canceled for low enrollment with relative shorter notice.
2. Dormitories might be occupied by disqualified students into January, making it harder to open the dorm rooms to newly-enrolled students.

Adding those two days would obviate the need for the five “Faculty Duty Days” in early January [shown here on this calendar](http://www.csueastbay.edu/faculty/senate/files/docs/fac/17-18-fac/docs/csueb-18-19-calendar.pdf) bringing to total days for AY18-19 to the minimum of 170. Winter break in AY18-19 would then be Dec 19-Jan 21.

After the original FAC7 was considered at Senate first reading, “17-18 FAC7 revised” was drafted by FAC to address four potential issues with the calendar proposed in FAC7. The revised document was supported unanimously by FAC.

**Potential issues found in FAC7 proposed calendar:**

A. Commencement was scheduled May 25 during Memorial Day weekend.
B. Spring Semester is 6 days longer than Fall Semester and Duty Days extend until two days after Memorial Day weekend and 11 days after the end of finals week.
C. Saturday May 25 on Memorial Day weekend is a Duty Day.
D. Final grades are due 11 days after final exams, instead of the usual 3 days.

**Potential solutions to issues found in FAC7 proposed calendar:**

A. We propose that commencement be moved one week earlier (to May 17-19 instead of May 24-26). This is proposed to avoid conflicts with a busy travel weekend for many students, staff, and faculty.
B. We propose moving duty days of May 28-29 to Dec 19-20, adding an additional two days to Fall Semester in addition to the two duty days of Dec 17-18 added by FAC7. Fall Semester would then have 84 total days, and Spring Semester would have 86. Final grades will still be due Dec
18, but there would be two trailing duty days after grades are due that could be used to professional work or to plan for spring teaching.

C. We propose to move duty day May 25 to Dec 21, making Fall 85 total days and Spring 85 total days. The last day of Spring Semester would be Friday May 24, before Memorial Day weekend. The movement of May 28, 29, and 25 from the end of Spring to the end of Fall was favored by FAC because it allows the summer break to start Saturday May 25 instead of Thursday May 30.

D. We propose to move the date for final grades from May 29 to May 21, 3 days after the last day of finals week, as with Fall Semester. There would then be 3 trailing duty days after final grades are due (May 22-24) to allow for professional work, academic planning, and/or advising.

The early January workdays in future years’ calendars may also restrict the amount of time available for intersession, and cause students to receive Fall grades just before the beginning of the Spring semester, but FAC decided to address only AY18-19 at this time, and will consider changes for AY19-20 and beyond in the Fall of 2018.

These proposed changes in the calendar address all of the issues described above, and are a revision to “15-16 FAC 10: 2015-2025 Ten-year, Quarter to Semester Transitional Calendar”.

The committee vote was unanimous.

SUMMARY OF PROPOSED CHANGES:

1. Eliminate duty days in the first week of January.
2. Add duty days Dec 17 and 18.
4. Duty days of May 28-29 moved to Dec 19-20; final grades due Dec 18.
5. Duty day of May 25 moved to Dec 21; last day of Spring Friday, May 24.
6. Final grades due date moved from May 29 to May 21.
## CSUEB Academic Year Calendar 2018-2019

### FALL

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### Instructional Duty

- Faculty Instructional Days
- Faculty Duty Day (note: 12/15/2018 and 5/18/2019 are weekend days; 5/17/2019 is commencement)

### TOTAL

- Fall Recess
- Spring Recess
- Holiday, Campus Closed (L = Leave Accrual Usage Day)

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### Instructional Duty

- Faculty Instructional Days

### TOTAL

- Spring Recess

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Updated 4/23/2018 kjl