



ADMINISTRATIVE PROCEDURES

No. 408.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROCEDURE FOR DEVELOPING THE ACADEMIC CALENDAR

The Academic Calendar draft will be developed by the Vice President of Education and Student Services (VPESS) in consultation with calendar stakeholders and using the Chancellor's Office list of Holidays.

The VPESS will present the draft calendar to the President's Policy Advisory Committee (PPAC) annually at the first meeting of the Fall Semester. PPAC will discuss the calendar and distribute the proposed calendar to the Academic Senate, Classified Senate, Management/Supervisory/Confidential, Student Senate, and the Mendocino College Federation of Teachers Executive Committee for comments/suggestions from their constituents. Any significant issues will be forwarded to PPAC for consideration.

Changes made to the Academic Calendar by PPAC in response to issues raised by the various groups will be the final recommendation to the Superintendent/President who finalizes the calendar and presents it to the Board of Trustees for adoption at the October board meeting.

Adopted: September 21, 2006

Revised: September 20, 2012