

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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February 7, 2018

AA-18-06

TO: Chief Instructional Officers

FROM: Dr. LeBaron Woodyard, Ph. D.
Dean, Academic Affairs

SUBJECT: *Flexible Calendar Planning and Certification for FY 2018-2019*

This is a notification for the submission of the 2018-19 Flexible Calendar certification form (FC-001), due to the Chancellor's Office by June 15, 2018. All colleges are required to complete information related to the Flexible Calendar Program and return the attached certification form, whether or not they participate in the Flexible Calendar Program. ***Failure to obtain approval for the Flexible Calendar Program by June 15, 2018, may impact your apportionment in 2018-19.***

The Flexible Calendar Program provides in-lieu-of regular instruction time for faculty who teach apportionment generating courses to participate in development activities that are related to faculty, staff, student, and instructional improvement. Strategies for developing a successful Flexible Calendar Program can be found in the *Guidelines for the Implementation of the Flexible Calendar Program* (2007) located on the Chancellor's Office website at the bottom of the page, using the link below: [Flexible Calendar Guidelines](#)

The Chancellor's Office will use an online survey process to collect activity data. To enter the information for your college, the designated flexible calendar coordinator for your college will be sent a unique link to the Flexible Calendar Data Submission Form for the Academic Year 2018-19. The online survey process is due for completion by June 1, 2018.

Attached, please find the certification form (FC-001) needed to complete the process for the Flexible Calendar Program in 2018-19. Form FC-001 is on the left-hand column under "Program Forms" on our website: <http://extranet.cccco.edu/Divisions/AcademicAffairs/EducationalProgramsandProfessionalDevelopment/FlexibleCalendar.aspx>

Requested Action:

All colleges are required to complete the online survey no later than June 1, 2018 and submit the certification form (FC-001) with three original signatures to the Chancellor's Office no later than June 15, 2018 to:

California Community Colleges Chancellor's Office
Rita Levy, Academic Affairs Division
1102 Q Street, Suite 4400
Sacramento, CA 95811-6539

Please do not hesitate to contact Rita Levy by phone at (916) 327-5802 or by email at rlevy@cccco.edu should you have any questions or need further clarification.

cc: Alice Perez, Vice Chancellor, Educational Services
Chris Yatooma, Director, Fiscal Standards and Accountability

Enclosure: 2018-19 Flexible Calendar Certification Form (FC-001)