

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4554
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(916) 445-8752

<http://www.cccco.edu>



February 12, 2014

TO: Chief Instructional Officers

FROM: LeBaron Woodyard
Dean, Instructional Programs and Services Unit

SUBJECT: *Flexible Calendar Planning and Certification for 2014-2015*

This is a notification for the submission of the 2014-15 Flexible Calendar certification which is due by June 2, 2014. 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 2, 2014, may impact your apportionment in 2014-15.***

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:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/FlexibleCalendar.aspx>

The Chancellor's Office will use an online process to collect activity data. To enter the information for your college, the flexible calendar coordinator for your college will be sent a unique link to the Flexible Calendar Data Submission Form for the Academic Year 2014-15.

Attached, please find the certification form (FC-001) needed to complete the process for the Flexible Calendar Program in 2014-15. This can also be found on our website at the URL noted above.

Requested Action:

All colleges are required to complete the online survey and submit the certification form (FC-001) with original signature to the Chancellor's Office no later than **June 2, 2014** to:

California Community Colleges Chancellor's Office
Dean LeBaron Woodyard, Academic Affairs Division
1102 Q Street, Suite 4554
Sacramento, CA 95811-6539

Please do not hesitate to contact me by phone at 916.445.1780 or by email at lwoodyar@ccco.edu, should you have any questions or need further clarification.

Best wishes for a successful program.

cc: Erik Skinner, Chief Deputy Chancellor
Elias Regalado, Specialist, Fiscal Services