February 13, 2012

TO: Chief Instructional Officers

FROM: Barry A. Russell
Vice Chancellor of Academic Affairs

SUBJECT: Flexible Calendar Planning and Certification for 2012-2013

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 1, 2012, may impact your apportionment in 2012-13.**

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 web page at:


Once again, we will be using an online process to collect some of the data we previously had you send to us. The online Flexible Calendar Data Submission Form for the California Community Colleges process replaces forms FC-002, 003, and 004, which will no longer be used. Form FC-001, the certification form, will continue to be used, requiring an original signature and mailed to the Chancellor’s Office.

The flexible calendar coordinator for your college has been sent a separate e-mail with a unique link to the Flexible Calendar Data Submission Form for the Academic Year 2012-13. When they click on this link they will be able to enter the information for your college.

For your convenience please find attached the certification form needed to complete the process for the Flexible Calendar Program in 2012-13:

- FC-001 Flexible Calendar Certification Form

This form may also be located at the following URL:
http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/FlexCalendar/ApplicationsAndForms/tabid/741/Default.aspx
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 1, 2012** and send it to:

Washington, District of Columbia
California Community Colleges Chancellor’s Office
Dean LeBaron Woodyard, Academic Affairs Division
Attn: Flex Calendar Certification Processing
1102 Q Street
Sacramento, CA 95811-6549

Please contact Dean Woodyard at 916.445.1780 or by email at lwoodyar@cccco.edu, should you have any questions or need further clarification.

Best wishes for a successful program.

cc: LeBaron Woodyard, Dean, Academic Affairs
   Sally Montemayor Lenz, Dean, Curriculum and Instruction
   Elias Regalado, Specialist, Fiscal Services