



TO: Chief Instructional Officers

FROM: Raul Arambula
Dean, Educational Services and Support Division

RE: Flexible Calendar Planning and Certification for FY 2022-23

This is a notification for the submission to the Chancellor's Office, the 2022-23 Fiscal Year Flexible Calendar certification form (FC-001), by June 14, 2022 and the online activity survey, by June 1, 2022. All colleges are required to complete the information related to the Flexible Calendar Program and return a certification form, whether or not they participate in the Flexible Calendar Program.

Concerning the online activity survey, the designated flexible calendar coordinator for your college will be sent a unique link to the Flexible Calendar Data Submission Form for Academic Year 2022-23.

The required certification form (FC-001) needed to complete the reporting process for the Flexible Calendar Program FY 2022-23, will also be sent to the designated Flexible Calendar Coordinator via email. The completed form will need to be submitted via email to flexcalendar@cccco.edu. ***Failure to obtain approval for the Flexible Calendar Program by June 14, 2022, may affect the college's apportionment in 2022-23.***

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 following link: [Flexible Calendar Guidelines](#)

Requested Action For All Colleges:

- Complete the online survey no later than June 1, 2022.
- Submit the certification form (FC-001) to the Chancellor's Office no later than June 14, 2022.

Please do not hesitate to contact Rosa Estrada by email at flexcalendar@cccco.edu should you have any questions or need further clarification.

Flexible Calendar Planning and Certification for FY 2022-2023
February 28, 2022

cc: Marty Alvarado, Executive Vice Chancellor, Educational Services and Support
Aisha Lowe, Vice Chancellor, Educational Services and Support
Wrenna Finche, Director, Fiscal Standards and Accountability
Rosa Estrada, Analyst, Educational Services and Support