



TO: Chief Instructional Officers

FROM: Raul Arambula
Dean, Educational Services and Support Division

RE: Flexible Calendar Planning and Certification for FY 2023-24

This is a notification for the submission to the Chancellor's Office, the 2023-24 Fiscal Year Flexible Calendar certification form (FC-001), by June 14, 2023 and the online activity survey, by June 1, 2023. 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 2023-24.

The required certification form (FC-001) needed to complete the reporting process for the Flexible Calendar Program FY 2023-24, 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, 2023, may affect the college's apportionment in 2023-24.**

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, 2023.
- Submit the certification form (FC-001) to the Chancellor's Office no later than June 14, 2023.

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 2023-2024
March 1, 2023

cc: Aisha Lowe, Vice Chancellor, Educational Services and Support
Wrenna Finche, Vice Chancellor, Fiscal Health and Accounting
Rosa Estrada, Community College Specialist, Educational Services and Support