

**Academic Affairs  
Guidelines for Class Cancellations  
Summer/Fall 2018**

Approved by Vice President, Academic Affairs Designee

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**1. Basic Guidelines**

- a) The AFA/District Contract, Article 32.03.A, states that the minimum class size is **20 students**. The District may cancel a section with an enrollment below this limit.
- b) Deans should confer and consult with department chairs regarding low enrolled sections.
- c) For Summer 2018, the college is on “stability.” This means, our FTES revenue for 2018/19 will be exactly the same as last year, regardless of the size of the schedule. What we are trying to do, however, is reduce expenses, so we don’t want to run low enrolled classes unless they are **critical to student completion**. Deans should use their best judgment, and stay mindful of balancing student need with district fiscal well-being.
- d) Whenever a cancellation occurs, students should, if possible, be **emailed** before the cancellation while the roster is still available. As a follow up, students should be called and directed to other class sections or similar GE courses by the department administrative assistant as soon as possible. If the department assistant is not able to make calls, the dean’s administrative assistant should help. Calls should be coordinated and tracked (check off the names). An email to all students can also work before the class is cancelled in the system. The Counseling department chair should be notified of all cancelled classes so counselors may also assist students in finding alternative classes.
- e) **3 Weeks Before Classes Begin** – Classes that have single digit enrollments **3 weeks prior** to the first day of class may be cancelled. If the dean and department chair know from past experience that the class is likely to enroll well, keep monitoring it.
- f) **2 Weeks Before Classes Begin** - Classes that have single digit enrollments **2 weeks prior** to the first day of class may be cancelled. If the dean and department chair knows from past experience that the class is likely to enroll well, keep monitoring it.
- g) **One Week Before Classes Begin** - Enrollments must be at least **15** for lecture and at least **10** for lab or 75% of the class limit, whichever is lower. If not, consider cancellation unless the dean and department chair know from past experience the class will enroll at least 20.
- h) **By the Beginning of the 2<sup>nd</sup> Class Session** - Enrollments should be 20 or 85%.
  - If deans want to preserve a class with enrollments of 15-19, check in with your Senior Dean or VPAA to discuss the rationale for keeping the class. Any class allowed to run below 20 students at the start of class must be tracked, with rationale, by the dean.
  - Evening classes that meet once a week – use judgment whether to cancel the first week or at the beginning of the second class meeting. Open enrollment is during the first week only.

## 2. Exceptions can be made under the following conditions:

- a) The class is the second, third, or fourth in a sequence **offered in rotation** and this is the **only** section offered this academic year.
- b) The class is offered in rotation as part of a certificate or major, and this is the **only time the class will be offered in a 1, 2, or 3-year rotation plan.**
- c) The course is **supported by outside or categorical funds with VPAA's approval.**
- d) The course **is part of the contract load of a full-time instructor,** and there is no reasonable way for that instructor to teach a different course. However, load balancing as well as "bumping" rights should first be considered, per the District/AFA Contract (*only applies for fall and spring terms*).
- e) The established class size is less than 23, in which case the minimum enrollment is 85% of the class limit.
- f) A few empty seats may be available in other sections or other similar classes fulfilling the same GE area or program of study, but canceling a particular class section probably means **preventing those students from completing.**
- g) Open entry/open exit non-credit classes. In order to break even on the cost of instruction, open labs should average at least **12-13** students per hour and 15-20 is desirable.

### Dean Responsibilities

- a) Deans should actively monitor enrollments starting at least **three weeks** before a semester/term begins.
- b) Deans may allow a class that is approaching 20 students and that is likely to enroll 20 students to remain open until the **beginning of the second class meeting** before making a decision whether or not to cancel.
- c) Remember, open enrollment is through the first week of classes (Monday through Saturday). While we can cancel sections by the beginning of the 2<sup>nd</sup> class meeting, the longer we wait to cancel a section, the more difficult it will be for a student to find another class to enroll in.
- d) When a class is cancelled, deans should add the reason for the cancellation to the Schedule Change Form. This information will be collected and reported for the sake of transparency and analysis of cancellation trends.
- e) When a low enrolled class is allowed to go, deans should document the reason it was not cancelled. This information will be collected and reported for the sake of transparency and analysis of cancellation trends.