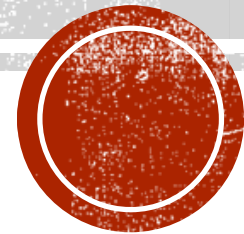# CLASS SIZES & WAITLISTS

Aiming for improvement not perfection!

CLASS SIZE UPDATE

- The Task Force has agreed on the following guiding principles:
  - Class maximums are determined by discipline faculty based on pedagogy
  - Disciplines must determine a <u>base</u> class size for each course
  - There are factors that may increase or decrease a base class size on the <u>section</u> level, but do not drive the determination of a base class size:
    - Facility/equipment constraints
    - Extended lecture, large lecture, provision of IA's, readers….

- The Task Force has revisited the rubric developed by the last Task Force and will be sharing it with disciplines as a tool to help disciplines have these conversations. Whether or not departments choose to use the rubric is optional.

- The Task Force has beta tested this process/conversation with two Departments so far.

- Fill rates have historically been used to determine class minimums; the District is moving to using productivity instead. The Task Force has asked to discuss the move to productivity and any impact it may have on class maximums. For now the Task Force is working from the assumption that while productivity determines minimum class sizes, our work is focused on how class maximums are determined.

WAITLISTS UPDATE

- The Task Force has developed a working draft of a Waitlist FAQ.

- The Task Force shared version one of this draft with the Academic Senate last Spring, took the feedback it received and has been working on incorporating it into the draft.

- The Task Force met with the VPSS and Dean of Admissions and Enrollment this semester to discuss what is possible to implement with our SIS system. The message was that by and large what the Task Force is developing is possible to implement with the current SIS system.

- Next step will be to revise the current Waitlist Policy and Procedure.

PROPOSED CHANGES TO WAITLISTS

Current Practice

- Students are charged unit fees once they have registered on the waitlist

- Students cannot be on conflicting waitlists (conflict=multiple sections of the same course or classes that meet at the same time)

- Students automatically roll from waitlist to roster

- Once class has begun, instructors must "opt out" to prevent students from automatically rolling from waitlist to roster

Proposed Changes

- Students will no longer be charged fees to register to be on a waitlist

- Students will be able to be on conflicting waitlists

- Students will no longer automatically roll from waitlist, will need to decide if they want to register for the class

- Waitlists will become inactive at the start of the class. Should instructors want to add additional students from the waitlist they can using add codes

WE NEED SOME INPUT

- Current college policy requires all class sections to have waitlists. In practice many sections do not have waitlists. Should all sections have to have waitlists? If waitlists truly function as waitlists, perhaps it's not an issue to have all sections have a waitlist?
  - PROS:
    - Minimizes instructors being contacted for add codes prior to the start of the class
    - Provides consistency for students as far as understanding SRJC's Waitlist system/process
    - May assist in determining if and when to add additional course sections
  - CONS:
    - ?

- Departments/disciplines will determine the length of their waitlists, but if all sections do have waitlists should there be a standard minimum?

WE NEED SOME INPUT

- If a spot opens up in a section and a student on the waitlist chooses to enroll, is it okay for that student to stay on waitlist(s) for different sections of that same course?
  - PROS:
    - Students may want to try to hold out for a specific time slot (ex: student works nights, would be better to not have a 9am class but they will if they have to)
  - CONS:
    - Doesn't allow for the maximum number of students to register for waitlists