

ADMINISTRATIVE PROCEDURE

San Mateo County Community College District

Subject: AP 6.04.1 Guidelines for Class Cancellation and Class Scheduling

In consideration of Board Policy 6.04, the procedures for class cancellations will be as follows:

1. Timeline and Criteria for Class Cancellations

- a. Classes are cancelled in a timely manner that takes into consideration class enrollment at specific time periods, and the factors outlined in BP 6.04 (3);
- b. Classes are not cancelled due to low enrollment more than thirty (30) calendar days prior to the start of the class.
- c. Synchronous classes may be cancelled as follows:
 - i. Synchronous classes may be cancelled within ten (10) business days before the class starts if enrollment is fewer than six (6) students.
 - ii. Synchronous classes may be cancelled within five (5) business days before the class starts if enrollment is fewer than ten (10) students.
 - iii. Synchronous classes may be cancelled within two (2) business days before the class starts if enrollment is fewer than fifteen (15) students.
- d. Asynchronous classes may be cancelled as follows:
 - i. Asynchronous classes may be cancelled within ten (10) business days before the class starts if enrollment is fewer than nine (9) students.
 - ii. Asynchronous classes may be cancelled within five (5) business days before the class starts if enrollment is fewer than fifteen (15) students.
 - iii. Asynchronous classes may be cancelled within two (2) business days before the class starts if enrollment is fewer than twenty-two (22) students.
 - iv. A class may be cancelled within ten (10) business days before the class starts if the enrollment is less than 20% of the course maximum;
 - v. A class may be cancelled within five (5) business days before the class starts if the enrollment is less than 35% of the course maximum;
 - vi. A class may be cancelled within two (2) business days before the class starts if the enrollment is less than 50% of the course maximum;
 - vii. A class may be canceled due to extenuating circumstances, not related to enrollment, with written approval from the VPI and/or Dean (i.e. There is no faculty available to teach the course)

Timeline	10 days	5 days	2 days
Course Maximum	20%	35%	50%
50	10	17	25

45	9	15	22
40	8	14	20
35	7	12	17
32	7	11	16
30	6	10	15
26	5	9	13
20	4	7	10

- e. Classes shall not be canceled due to low enrollment after the first week of instruction without the consent of the instructor;
- f. Deans may allow time for enrollment to increase up to the first class session, per their discretion, and in collaboration with faculty. If a class is cancelled after the first class session, faculty will receive compensation at the appropriate rate for the hours of instruction as required by the collective bargaining agreement;
- g. Classes may be canceled with the consent of the instructor at any time;
- h. Students will be allowed to enroll in a class until the course maximum is reached, including via “add code” after the start of the class until the Census date for the class.

2. Communication of Class Cancellations

- a. Faculty are notified of low-enrolled classes weeks prior to the start of class and collaborate to identify strategies to increase enrollment;
- b. The Vice President of Instruction works with instructional deans to report low-enrolled classes to counseling;
- c. A follow-up with faculty at least three days before cancelling with a firm timeline on allowing the class to run or cancel;
- d. Scheduled classes shall be canceled only after communication by the appropriate administrator/designee with faculty via email, telephone and/or in person that their classes will be cancelled;
- e. Communication with all students via email and/or telephone that their class was cancelled and include alternative courses and open class lists so that the students have choices in continuing their progress toward their academic goals;

3. Contractual Considerations

- a. Following cancellation of a class, administrators work with faculty to adjust the teaching assignment in compliance with the AFT Agreement, as appropriate;

4. Using past enrollments trends to inform class scheduling

- a. When planning future class schedules, special attention should be given to classes whose previous offering had less than a 50% fill rate or were cancelled. Before scheduling the class again by the following year-to-year semester, effort should be shown to increase enrollment. Faculty should consider the following factors:

- i. Is the class being scheduled on a different day, time of day, and/or modality in comparison to the other colleges?
- ii. Is the class being offered in a new modality, multiple modalities, and/or at an atypical time?
- iii. Has the faculty contacted program majors or other students to assess interest in the class offering?
- iv. Has the faculty member posted materials about the class on a publicly viewable website that can be used for marketing purposes?

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