

ADMINISTRATIVE PROCEDURE

San Mateo County Community College District

*Subject: AP 6.04.1 Guidelines for Class Cancellation*

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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. A class may be canceled within twenty (20) calendar days before the class starts if the enrollment is less than 50% of the class maximum;
  - i. During the first two weeks of instruction, a class may be canceled if enrollment is less than 50% of the class maximum;
- d. Classes shall not be canceled after the second week of instruction without the consent of the instructor;
- e. 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;
- f. Classes may be canceled with the consent of the instructor at any time;

2. Communication of Class Cancellations

- a. 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;
- b. Faculty are notified of low-enrolled classes weeks prior to the start of class and collaborate to identify strategies to increase enrollment;
- 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. The Vice President of Instruction works with instructional deans to report low-enrolled classes to counseling;
- 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;

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*Subject:* AP XX.XX Guidelines for Establishing Course Enrollment Maximums

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The following principles are used as guidelines in the establishment of course enrollment maximums:

1. The course enrollment limit should not exceed the greatest number of students to whom the instructor can reasonably offer the attention necessary for their success.
2. The number of students in the class should be appropriate to the method of presentation used in the class (lecture, lab, online, etc.).
3. The number of students enrolled in the class should be conducive to the use of a variety of effective grading processes (take-home writing assignments, essay exams, scantrons, presentations, etc.)
4. Decisions on the setting of class enrollment maximums should, wherever possible, be supported by current and reliable data, both locally produced and from external statewide and national organizations.
5. Curriculum committees must ensure that discipline faculty have appropriately considered all relevant factors in establishing the class enrollment maximum.
6. Curriculum committees should review the data upon which the recommendations of discipline faculty are based to ensure that the data are appropriate and have been given proper consideration.
7. Special population classes (such as those for learning communities) may have valid claims to smaller class sizes.
8. Determinations of enrollment maximums for different disciplines and courses should be rooted in balanced and fair considerations of workload for different disciplines, including factors such methods of evaluation (essays vs. tests), delivery methods (lecture vs. lab), etc.
9. While pedagogical factors and student success should be the basis for establishing class caps, student safety, and there must always be compliance with legal codes.
10. Course enrollment maximums should be published in the Course Outline of Record or in some other official location which faculty can monitor.
11. The academic senate should ensure that the curriculum committee develops clear, reasonable processes for decisions regarding class enrollment limits and that those are outlined in written form.

Appeals Process

Finally, the academic senate may wish to create a process through which it serves as an appeals body for

curriculum committee decisions and helps to resolve issues when discipline or program faculty are displeased with determinations regarding enrollment limits.

#### Fiscal Considerations

1. Administration must work within the process for establishing course enrollment maximums to ensure the fiscal viability of all courses while still ensuring that academic quality is not diminished.

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#### 12.7.4 Fluctuations in Class Size

12.7.4.1 If the District significantly deviates or proposes to significantly deviate from the maximum class size agreed upon in 12.7.3, the District must first meet with the AFT 1493 to attempt to reach agreement on such a change. A significant deviation is defined as setting a class size more than 7.5% above the maximum class size defined in 12.7.3 or

12.7.4.2 Changes shall be implemented through either mutual agreement or the negotiating process.

12.7.4.3 A deviation of 7.5% or less in any one semester is agreed to be within an acceptable range of fluctuation on a temporary basis.

This deviation is intended to provide the District with the ability to respond to immediate student needs which are created by such circumstances as cancelled classes and imminent graduation requirements.