

# FOLSOM LAKE COLLEGE

## CLASS CANCELLATION GUIDELINES FALL 2018

### **CLASS CANCELLATION GUIDELINES:**

The following guidelines are intended to promote positive and collegial communication between faculty and administration, as well as promote effective and timely decision-making regarding the cancellation of scheduled classes.

Faculty and administration recognize that college productivity goals and assigned FTE allocated by District constrain the number of lower enrolled classes that may be offered in any given semester.

They also recognize that not all lower enrolled classes should be treated equally. Accordingly, there will always be some lower enrolled classes that require special consideration, particularly those vital to student completion and success.

Finally, faculty and administration acknowledge that the class cancellation decision-making process is a major element of the Enrollment Management Plan.

### **GUIDELINES**

#### **Required Contacts:**

Whenever a class is being considered for cancellation, instructional deans will contact the following individuals via phone or email, whichever is the most expeditious: faculty of record and department chair. Concurrently, faculty members are expected to monitor class enrollment either via the Los Rios OGS (Online Grading System/Intranet) or direct contact with the instructional dean.

#### **The Process:**

- **Prior to two weeks before the beginning of the semester:** Classes will not be cancelled, unless there are extenuating circumstances. Deans will make every effort to discuss any cancellation at this early date with the faculty of record and the department chair.
- **Two weeks before the beginning of the semester:** Deans will apply the agreed upon first level divider of twenty-two or fewer students in order to create a pool of classes that should be reviewed for possible cancellation. Applying that criteria, the deans will highlight those classes that may be candidates for cancellation. The deans will notify the appropriate faculty members and their department chairs/lead faculty and initiate discussion based on the following criteria designed for consistent and comprehensive decision-making:
  - Does the course fall within Tier 1, Tier 2, or Tier 3 scheduling priority considerations as outlined in the FLC 2017-20 Enrollment Management Plan?
  - Is the department meeting approved productivity goals?
  - Is the class on the department's two-year program plan?
  - Are there alternative classes which would meet the same student need?

- Is the course part of a scheduling pathway to a degree or certificate?
  - Are multiple sections of the class offered?
  - What is the historic enrollment for the class?
  - Is it feasible to convert the class to an alternate format, such as online?
  - Are multiple sections of the class offered?
  - Is current class enrollment climbing/declining
  - What is the historic enrollment for the class?
  - Is the class a sequential course?
  - Are there geographical constraints?
  - Has the class been marketed?
  - Is the class part of an experimental or pilot program?
  - Is the class needed to make or balance full-time faculty load?
  - Are there alternate enrollment goals, such as increased FTEs for the centers, the lower-enrolled course is achieving?
- **One week before the beginning of the semester:** Classes with 22 or fewer students will be reviewed following the process described above. After discussion, classes may be cancelled if necessary.
  - **During the first week of instruction or during the first class meeting:** Deans and appropriate faculty as described above will review actual class attendance in addition to official class enrollment numbers. After discussion, classes may be cancelled if necessary
  - **Late start classes:** (e.g. second eight-week classes, odd-term Saturday classes, one-day only classes, etc.) will be reviewed in a timely manner following the process, but not necessarily by the timelines, described above. It may be in the best interest of students to cancel some classes, for instance a one-day Saturday class, before the class actually meets so that students can make other plans. After discussion, classes may be cancelled if necessary.

### **Future Scheduling:**

While cancelled classes do not necessarily result in a loss of FTEf for future semesters, Deans and department chairs should consider the following when planning future schedules that include formerly cancelled classes, or under enrolled classes that were kept, the following should be considered:

- Courses' placement in a degree or certificate pathway
- Frequency of offering
- Promotion history
- Delivery format (class length, time offered, location, method of instruction, etc.)
- Need for course, per department EMP
- Retention through census date or semester end for positive attendance classes