

## ***Students First* Course Cancellation Strategy**

This *Students First* Course Cancellation Strategy provides insight into the dean's purview and approach to schedule building, enrollment management, and cancellation considerations and processes.

### **Board Policy BP 6.04** - Minimum Class Size Guidelines:

1. The District's Colleges will organize classes in as efficient a manner as possible consistent with good instructional practices and the needs of students.
2. Classes with fewer than twenty (20) students will normally be cancelled or merged with another section.
3. Certain classes with enrollments of twenty (20) or fewer, for example required sequential courses, single sessions required for a major, and classes in facilities which will not accommodate twenty (20) students, will be carefully reviewed in consultation with discipline faculty and, if offered, will be balanced against large classes.

In consideration of Board Policy 6.04 and in thoughtfully analyzing enrollment and potential class cancellations, deans will continue to utilize a *students first* approach that encompasses the following:

- Communication with students via email or telephone that their class will be cancelled, along with alternative options to support progress toward their academic goals
- Prior notification for faculty of potential cancellations of low-enrolled classes and collaboration to identify strategies to increase enrollment
- Consideration of enrollment patterns with the dean's discretion as to whether or not to allow additional time for enrollment to increase. If a class is cancelled after the first class session, faculty will receive compensation at the appropriate rate only for the hours of instruction provided
- Communication with faculty via email, telephone, or in person that their classes will be cancelled
- Adjustments to faculty assignments to ensure compliance with the AFT Agreement

In schedule development, the instructional deans create a *students first* schedule with support of the Office of Instruction. In determining class cancellations, deans utilize enroll management strategies and data to act in the best interest of our students and programs at Skyline College. The deans consider a number of factors when considering class cancellations, including:

1. Degree, certificate, and program requirements
2. Current and historical enrollment patterns
3. The availability of the same and/or similar courses at Skyline or sister colleges
4. Two-year program plans, prerequisites, and course sequences
5. New and experimental courses and/or range of modalities
6. Faculty contractual load obligations

We understand that course cancellation has an impact on students, faculty, and the campus community. As such, there are a large number of considerations that go into this decision, including degree pathways, student completion, and overall impact on the programs. Our *students first* approach to schedule development reduces cancellations and maximizes student success and completion.