**Academic Affairs**

**Dean Guidelines for Class Cancellations**

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Vice President, Academic Affairs

1. **Basic Guidelines**
2. The AFA/District Contract states that the minimum class size is **20**.
3. For Spring 2017, the college is on “stability”. This means, our revenue is exactly the same as last year regardless of the size of the schedule, so we don’t want to run low enrolled classes unless they are really **critical to student completion**. As always, deans should use their best judgment.
4. Whenever a cancellation occurs, if possible students should first be **emailed** before the cancellation while the roster is still available. As a follow up, students should be called and directed to other class sections by the department administrative assistant as soon as possible. If the department assistant is not able to make calls, the dean’s administrative assistant should help. Calls should be coordinated and tracked (check off the names). An email to all students also can work before the class is actually cancelled in the system.
5. Classes that have single digit enrollments **2 weeks prior** to the first day of class may be cancelled. However, if the dean knows from past experience that the class is likely to enroll well, keep monitoring it.
6. The week before classes begin enrollments must be at least **15** for lecture and at least **10** for lab or 85% of the class limit, whichever is lower. If not, consider cancellation unless the dean and chair have good reasons to think the class will enroll at least 20.
7. By the beginning of the 2nd class session, enrollments should be 20.

* If deans want to preserve a class with enrollments of 15-19, check in with your Dean III or VPAA to discuss the rationale for keeping the class.
* Evening classes that meet once a week – use judgment whether to cancel the first week or at the beginning of the second class meeting. Open enrollment is during the first week only.

1. **Exceptions can be made under the following conditions:**
2. The class is the second, third, or fourth in a sequence **offered in rotation** and this is the **only** section offered this academic year.
3. The class is offered in rotation as part of a certificate or major, and this is the **only** time the class will be offered in a 1, 2, or 3 year rotation plan.
4. The course is supported by outside or categorical funds.
5. The course is part of the contract load of a full-time instructor, and there is no reasonable way for that instructor to teach a different course. However, load balancing as well as “bumping” rights should first be considered, per the District/AFA Contract *(only applies for fall and spring terms).*
6. The established class size is less than 20, in which case the minimum enrollment is 85% of the class limit.
7. A few empty seats may be available in other sections or other similar classes fulfilling the same GE area, but canceling a particular class section probably means **losing those enrollments**.
8. Open entry/open exit non-credit classes. In order to break even on the cost of instruction, open labs should average at least **12-13** students per hour. 15-20 is desirable.

**Dean Responsibilities**

1. Deans should actively monitor enrollments starting at least **two weeks** before a semester/term begins.
2. Deans may allow a class that is approaching 20 students and that is likely to enroll 20 students to remain open until the **beginning of the second class meeting** before making a decision whether or not to cancel.
3. During the first week of open enrollment, Deans should visit classrooms that are **below 20** and discretely check to assure that a sufficient number of students are actually in attendance or have committed to the class.
4. Remember, open enrollment is the first week of classes (Monday through Saturday). If you cancel in a timely way, students might be able to secure another class.