

# Class Cancellation Policy

**STUDY SESSION**

BOARD OF TRUSTEES

NOVEMBER 8, 2023



*Cañada College • College of San Mateo • Skyline College*

# A New Era of Collaboration

Staff published its report in advance and invited constituent leaders an opportunity to respond in writing

Chancellor's Workgroup formed to consider alternate approaches to class cancellation policy for implementation in Fall, 2024

Chancellor invited a "roundtable" discussion with constituent leaders to engage in the Study Session discussion with Board of Trustees

# A Continuum of Considerations

**Balance Student Impact with Fiscal Prudence**

**Static Number**

**Choose One Number for All Classes**

**Percentage of Max**

**Choose a Percentage of Maximum Class Size**

**Zero Cancellations**

**Zero cancellations for guaranteed pathways with set schedules for popular degrees**

**Codify Criteria**

**Set different cancellation criteria based on agreed upon standards**

# Minimizing Impacts to Students – Dean Considerations in Consultation with Faculty

1. Impact on student degree and certificate completion
2. Unique program requirements
3. Sequential courses
4. Courses supporting equity and social justice efforts
5. Regional workforce needs
6. New and experimental courses and/or modalities
7. The availability of the same and/or similar courses at other colleges
8. Current and historical enrollment patterns
9. Faculty contractual load obligations
10. With faculty, identify strategies to increase enrollment to avoid cancellation.
11. Potentially hold on cancelling until after first week's session.

Minimizing Impacts  
on Students –  
Students First  
Approach to  
Cancelling Classes

Communication with all students via email/telephone.

Coordinated messaging with students from faculty, counselors, and deans.

Identify alternative courses for students and share open class lists.

Adjust teaching assignment after cancellation.

# Fiscal Considerations – Cost of Instruction

## 1. Setting Faculty Load Targets

- Strive to gradually reach the statewide benchmark of 525 could potentially have a significant long-term positive impact on savings to the Unrestricted General Fund (at least \$15M annually)

## 2. Allocating FTEF to Colleges and Divisions

- Helps to support load targets and bring down cost of instruction while serving the most students

## 3. Potential New Practice of Guaranteed Scheduling

- Helps to support load targets.
- Restricted , coordinated, and intentional scheduling (Monitor fill rates and as sections fill be ready to add new sections).
- Offer a 2-Year plan for popular degrees and commit to zero cancellations

## 4. Maximize use of classroom space and correlation to class maximums

- Intentional classroom choices and setting class caps



# A Balanced Approach



## **How do we balance minimizing student impact while maintaining fiscal prudence?**

Allow Chancellor's Workgroup to do its research and analysis on best approaches

Allow time for DPGC to reconsider a recommendation for policy revisions

Return in Spring with a recommended Board Policy

Develop an administrative procedure to support the adopted Policy



## **Recommended Guidance for New Draft Policy**

Does the policy decision minimize student impact?

Is the policy fiscally prudent in terms of instructional cost and maximum use of facilities?

# Discussion

- Roundtable Discussion
  - Faculty
    - Lindsey Ayotte, DAS President
      - Faculty Perspective
    - Jessica Hurless, DCC Chair
      - Class Maximums
  - Student
    - Arthur Veloso, Student Trustee
      - Student Perspective
  - Administrators
    - Dr. Carla Grandy, CSM VPI
      - Approach to building a student-centered schedule to meet student demand
    - Chris Gibson, SKY Dean
      - Approach/Manage decisions to cancel classes
- Board of Trustees' Discussion
- Public Comment