

College of San Mateo Class Cancellation Guidelines

The goal of CSM's Administrative Team is to create a schedule that meets student needs while still maintaining efficiency. Through the process of scheduling, we aim to serve varied student populations with a range of modalities and timing of courses. We will use data and student input to create this schedule and are working to create predictable schedules that are responsive to evolving student needs.

Despite our best efforts to predict student demand and market programs to the community, we recognize that we will need to cancel classes at times. Class cancellations are disruptive both to students and faculty, and we seek to minimize that disruption wherever possible.

The administrative team looks to apply a consistent process across academic divisions. SMCCCD Board Policy 6.04 directly informs the class cancellation process:

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 the 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 the program.

The approach the administrative team takes in determining class cancellations requires collaboration, flexibility, and regular review so that we can act in the best interests of students, faculty, programs, and the College. Before cancelling classes, the administrative team will consider a number of factors that will include:

- The impact on student degree and certificate completion
- Current and historical enrollment patterns
- The availability of the same and/or similar courses at CSM or sister colleges
- Needs of the program
- New and experimental courses and/or modalities
- Regional workforce needs
- Courses that support equity and disproportional impacted populations
- Faculty contractual load obligations
- Frequency of course offering

In consideration of Board Policy 6.04 and in thoughtfully analyzing enrollment and potential class cancellations, administration will utilize a student-ready approach that will encompass the following:

1. Communication with all students via email and/or telephone that their class was cancelled and to include (a) alternative courses, where applicable, and open class lists so that students have choices in continuing their progress toward their academic goal as well as the contact information for person who can help them to identify an alternative.

2. The Vice President of Instruction will work with deans to report low-enrolled classes to counseling so that they may be promoted to students.
3. Deans may allow time for enrollment to increase up to the first week, per their discretion, and in collaboration with faculty. If a class is cancelled after the first week, faculty will receive compensation at the appropriate rate for the hours taught.
4. Communication with faculty via email, telephone and/or in person that their classes will be cancelled.
5. Consultation with the faculty member to adjust the teaching assignment in compliance with the AFT contract, if necessary.