

Class Cancellation Principles and Timelines

Operating Principles

- 1) Strive for an average enrollment of 35 per division and across the college, keeping in mind that enrollments are not static and continuously changing.
- 2) There are NO blanket policies or thresholds for cancellation – each decision is made individually and in consideration of multiple factors. Special consideration should be given to:
 - a) Courses needed for students to complete programs and graduate (capstone classes)
 - b) Courses offered in a **scheduled** program cycle (offered once every one or two years versus every semester)
 - c) Courses that are part of new programs or modes of delivery, or offered at non-peak times to diversify the schedule (online, late afternoon, night or weekend classes)
 - d) Courses that are grant funded, incubation, or support specific college strategic initiatives (e.g. guided pathways, equity, etc.)
 - e) Courses that are a part of specialized programs requiring small cohorts (e.g. nursing, paramedic, etc.)
 - f) Linked classes (lecture with separate lab)
- 3) All courses and related sections will be assessed based on a review of historical enrollment trends:
 - a) Enrollment history – Past three comparable terms
 - b) Enrollment trends by date – Is this a class that gets late student enrollments?
 - c) Enrollment by course for multiple sections – What is the overall fill rate and overall enrollment trends history?

*Timeline and Responsible Parties

- 1) **Annually**, the college President, in consultation with the chancellor, district chief financial officer, college vice president of instruction, and college business officer, sets the annual FTES target. Target is communicated broadly to deans and department chairs.
- 2) **One month to two weeks prior to the start of each term:**
 - a) Instruction office runs low enrollment reports (sections below 20 enrolled) at least three times a week. Sections that are cross-listed as multiples will be monitored for total enrollment across sections.
 - b) Deans communicate low enrolled section to chairs. Communication will include current enrollment numbers for all sections of the same course so that chairs can assess overall trends and watch for adherence to operating principles (above).
 - c) For low enrolled sections that meet special considerations described above, deans will work with department chairs to determine minimum enrollment targets for these courses, and set a date to execute cancellation if enrollments fall below targets.
- 3) **Two weeks prior and ongoing until term begins:**
 - a) Instruction office will continue analyzing enrollments and continue communicating with deans and chairs about course sections that remain on the low-enrolled list.
 - b) Instruction office, in conjunction with the division dean, make first level decisions about cancellations of very low enrolled sections (less than 10 enrolled one week prior to start of course, **AND** not meeting operating principles and special considerations above) before students begin the term.
 - c) Deans to inform chairs and instructors of final decisions via email.

Class Cancellation Principles and Timelines

- d) The instructor and/or department chair notify students about the cancellation and provide assistance in identifying other possible sections. The instructor and chair may defer this responsibility to the Division office.

4) First week of term:

- a) Deans to monitor enrollments first day of the term using methodology outlined above.
- b) Low enrolled courses will be visited by the Dean on the first or second class meeting to determine the actual number of students attending.
- c) Faculty monitor add authorizations granted and notify students of the importance of adding expeditiously.
- d) Faculty/chairs discuss enrollments with deans to inform the final decision.
- e) Majority of necessary cancellations should be completed by the end of the first week of instruction.

5) Second week of term:

- a) Low enrolled courses will be visited by the Dean during the week to determine the actual number of students attending.
- b) Course sections below 20 or the defined target number of enrolled students agreed under 2c **are subject to cancellation** before the end of the second week of instruction.

***Each step in the timeline should be followed in sequence.**

UF Contract

In all instances, the UF Faculty Contract, section **8.2 CANCELLATION OF SCHEDULED CLASSES** will be adhered to as copied and pasted below:

- **8.2.1** When cancellation of a class is being considered within a week before the class begins and during late registration, the chairperson of the department affected, and, whenever possible, the instructor of the class shall be notified at least 24 hours before management proceeds with the class cancellation to review registration patterns. In all other circumstances, the chairperson of the department affected, and, whenever possible, the instructor of the class shall be notified at least one week before management proceeds with the cancellation to review registration patterns.
- **8.2.2** Where a class has an enrollment of twenty (20), as determined by class attendance at the end of the late registration period, it shall not be canceled, except with agreement of the instructor.
 - **8.2.2.1** Before the schedule is published, if a department and management agree that a class is innovative in content, time offered, or delivery method, they shall also mutually agree on a minimum number less than 20 to avoid class cancellation. The class shall not be canceled if it has reached that enrollment number by the end of late registration. The United Faculty shall be notified of each variance. Included in the agreement will be the determination of how many semesters the class will be offered as an innovative class. Under no circumstances shall such classes be designated as innovative for more than three (3) semesters without management's approval.
- **8.2.3** No class shall meet beyond the close of the late registration period unless the enrollment, as determined by class attendance, is at least twenty (20) students, or, an exception is made by

Class Cancellation Principles and Timelines

the College President because of such special circumstances as: related training program for apprentices, advanced classes which are a part of a major sequence, performance classes, or courses where the enrollment determines the number of teaching hours credited the instructor.

- **8.2.3.1** Late registration is to generally be defined at 1/9 of the course length; however, management does have the right to extend the period if a class is under-enrolled.
- **8.2.3.2** Short-term classes shall not be canceled prior to one week before the first class meeting, except with the agreement of the instructor.
- **8.2.4** Cancellation of sections of less than twenty (20) shall be preceded by notification to the recognized department chairperson and/or individual faculty member, of the intent to cancel.

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