

January 23, 2014

Dear Chancellor Tyler,

We are increasingly alarmed about reports that classes are being cancelled prior to the end of “add/drop” because their enrollment is currently below the 20 student minimum. These cancellations are despite the myriad problems associated with registering and enrolling students, the new payment policy, the failure to get classes into the printed schedules in a timely fashion, and continued problems with the online schedule.

Administration is communicating new policies regarding class cancellations, arising out of its new “enrollment management” strategy. Direct communications between some administrators and faculty suggest changes in past practice regarding class cancellations and the 20 student class minimum itself. For example, in communications to ESL faculty, the Dean references class size minimums of “20 in credit and 25 in noncredit.” References to “break even” enrollment points, calculated with labor and overhead cost-outs, are being used to justify higher class sizes, e.g. an average class size of 35, and the premature closures of classes prior to the add/drop student enrollment period.

Credit students have until January 30, 2014 to enroll in classes, yet administrators are ordering closures of classes in English, PE, Foreign Language, and other departments. In noncredit we can continue to build enrollment throughout the semester—and historically have done so, especially after the Lunar New Year. Canceling classes now is premature and must be stopped. Instead of lowering the boom on classes that are in the low teens, **we think every effort should be made to continue to enroll more students through the end of add/drop and to keep these classes open even if they technically fall below the 20 student minimum.**

***This is not the time to close the door to students eager and willing to enroll in CCSF classes.*** Displacing students undermines their confidence in our college and interrupts their educational progress. Evidence from other colleges clearly shows that overzealously cutting classes is precisely the wrong move not only for students’ success but for a robust future enrollment. If we are to reverse the downward spiral in enrollment, we must do better by our students. We urge you to stop these actions that are harmful to enrollment, teaching, and learning—and to our beloved City College.

Sincerely,



CC: Chancellor Harris  
Mayor Ed Lee  
Special Trustee Agrella  
San Francisco Board of Supervisors  
Vice Chancellor Lamb