

**FALL 2016 enrollment management  
Timeline and parameters for adding and cancelling classes:**

**Timeline and parameters for adding classes:**

**Add full-term classes in highly enrolled/impacted subject areas:  
On or before Thursday, August 11, 2016:**

Dean and Department Chair (if available) will consult on opening any new additional classes for the fall schedule. Students will be notified of newly opened courses: via (email blast, CCSF web page listing just opened classes). Faculty and staff will also be notified of newly opened classes within departments.

Approving additional classes will require high percentage fill rates in the same subject classes. If departments anticipate high enrollment in specific class offerings, it is suggested that those departments pre-plan for a quick response at the beginning of the semester. Pre-planning for class adds with a designated instructor(s), days/times and available rooms is highly recommended. Consultation between the Dean and Department Chair will be required for pre-planning of adds to ensure consistency of practice across schools.

**First Day of fall 2016 Instruction: Friday August 12th**

**Add late-start classes in highly enrolled/impacted subject areas on or before  
Friday, August 19, 2016:**

For classes (all sections of the same subject) that are enrolled to capacity and where an additional class offered would likely fill to capacity, instructors should submit a list of student names and ID numbers who would add an additional section immediately — the list should also indicate the class title, day/time, instructor and room. Late start classes will be subject to the same cancellation timelines as other classes.

**Timeline and parameters for cancelling low enrolled classes:**

**Classes with an enrollment of 8 or fewer students will be cancelled on or before  
August 3, 2016:**

Students will be advised of alternative open courses (advising: try to target the same or similar courses, especially those with struggling enrollment e.g. 13 or 14 - (student notification will be by the Dean's Office in consultation with the Department Chair where possible.)

**Classes with an enrollment of 9 or fewer will be cancelled on or before Thursday August 10, 2016:**

Students will be advised of alternative open courses (advising: try to target the same or similar courses, especially those with struggling enrollment e.g. 13 or 14 - (student notification will be by the Dean's Office in consultation with the Department Chair where possible.)

**First day of fall 2016 Instruction: Friday August 12th**

**During the first week of instruction, August 12th to August 19th, 2016:**

Classes with enrollment of 19-15 students will be allowed to continue with further monitoring of enrollment. In order to avoid cancellation, this minimum range of enrollment must be maintained through (the last day for students to add full term classes) September 2, 2016.

**Day and evening classes that meet twice or more per week:**

Those classes with fewer than 15 enrolled will be allowed to meet twice with the goal of adding students to reach or surpass 15 - (registered students with enrollment reflected on class roster).

**Classes that meet once per week:**

Those classes with fewer than 15 enrolled will be allowed to meet twice with the goal of adding students to reach or surpass 15 - (registered students with enrollment reflected on class roster).

**Classes with 10 or more students but fewer than 15:**

Those classes with 10-14 students enrolled will be cancelled or will require consultation between the Dean and Department Chairperson in order to continue. If a class is cancelled, students will be advised of alternative open courses (advising: try to target the same or similar courses, especially those with struggling enrollment e.g. 13 or 14 - (student notification will be completed by the Dean's Office in consultation with the Department Chair where possible).

**Discussion items and considerations for not cancelling a class with 10-14 enrollment: Listed in priority/banded group order (a.) being given the highest consideration:**

- a.) Major prep course
- a.) CTE degree/certificate required course
- a.) G.E. course
  
- b.) Major/Certificate elective course
  
- b.) Stand alone

- Decisions not to cancel a class with 9-14 enrollment will require the Dean to submit written rationale related to the listed priority items above.

AFT/DISTRICT CBA - July 1, 2013 - JUNE 30, 2015

## ARTICLE 18 - LOAD AND CLASS SIZE

### <sup>1</sup> 18.H. Class Cancellation (formerly Article 13, Sections B.6 4, B.8 and B.9)

1. The District may in its sole discretion, at the beginning of any semester, wait until the end of the add/drop period; until after two (2) meetings of an evening class (whichever is later) in the credit program; or wait until the end of two (2) weeks in the noncredit program prior to canceling a class due to low enrollment where exceptional circumstances at the normal time of cancellation (first week) create a reasonable likelihood of maintaining the class due to an increase in enrollment. Any such decision shall be on an individual case by case appraisal by management. Any such decision(s) are non-precedent setting and are non-grievable.

2. Upon advance approval of the Dean/Director, a prior arrangement between the District and a faculty member may be undertaken not to cancel a probable low-enrollment specialized course, or advanced classes in sequence, required within a degree program.

3. Upon written request, the District will provide Union with the print-out provided management concerning class cancellations. Such print-out will be provided at the same time as distribution to management.

<sup>1</sup> 18B. Minimum Class Size — For both credit and noncredit courses, the minimum class size shall be 20; provided, however, that the District may provide for exceptions to this requirement for:

1. 3rd or 4th semester courses in transfer or vocational sequences;
2. Classes with approved capacities below 20 students;
3. Classes where considerations of safety require a lower minimum;
4. Courses for which enrolled students have no alternative enrollment option;
5. Courses for which smaller class size is deemed a valid educational requirement, for example,