Course Scheduling

Course scheduling Related Process and Enrollment Outcomes

Office of Instruction

to

Academic Senate

February 9, 2023

Academic Senate Annual Goals

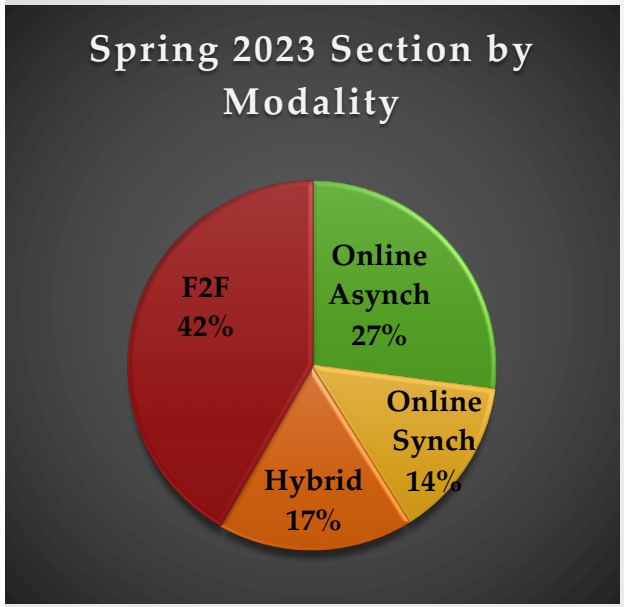
Class Scheduling Related Goals

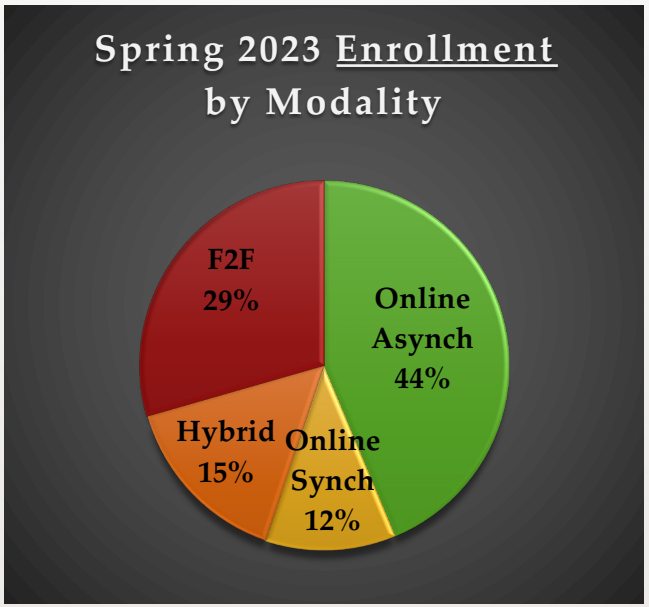
1. Help inform College and District decisions on teaching modalities
2. Help inform District revision of class minimums policy
3. Improve transparency around how classes get added or not added
4. Discuss process for when to open a new section of a course
5. Late Start Classes
    a. Improve transparency and understanding of which class sections are offered as late state courses
    b. Discuss general college approach to late state courses

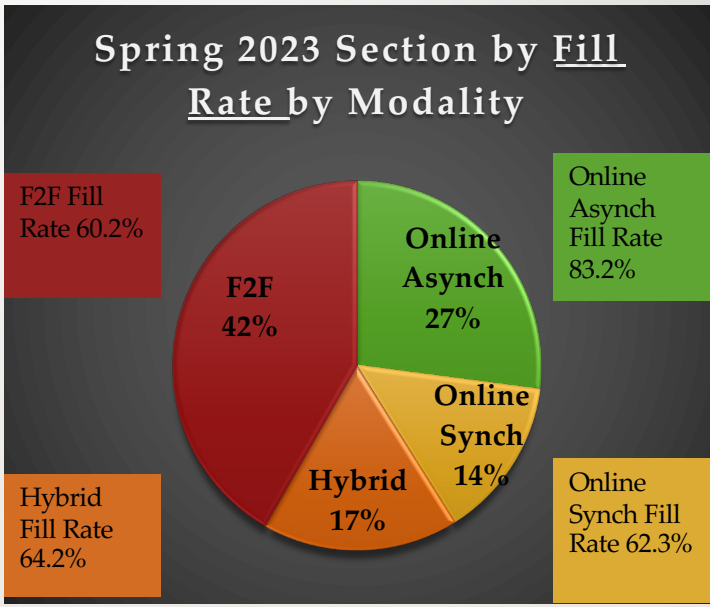
Instructional Planning Council Annual Goals

- Modalities, course offerings, course scheduling, course success, identifying courses that students need/want
- In consultation with the Academic Senate and the Office of Instruction, IPC will serve in an advisory role specific to the following EMP Objectives:
  - 1.3 Create a student-first course schedule
  - 4.12 Offer key courses in multiple modalities

Spring 2023 Section, Enrollment, and Fill Rate by Modality





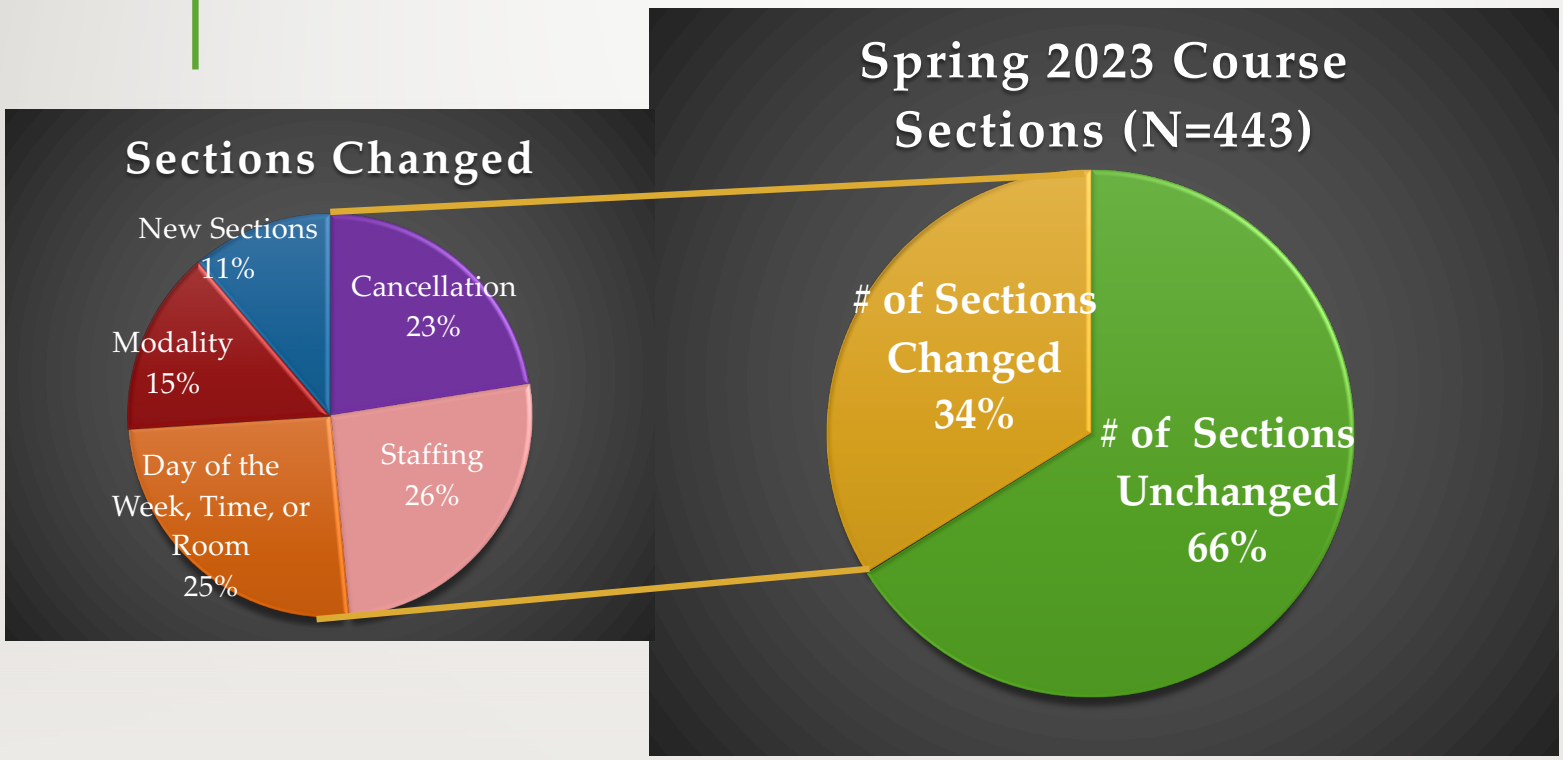


Total sections = 628; College Enrollment = 10,591; College Fill Rate = 68.3% (Census Day 2.7.2023)

Spring 2023 Section Changes

- A total of 628 sections; a total of 443 unduplicated sections.
- Office of Instruction received 344 course change forms from a total of 150 unique sections.
- Change forms including
  - Section cancellation
  - Staffing change
  - Room, day of the week, and/or time change
  - Modality change
  - Add new/additional classes

Are We Flexible? How Flexible Are We?



443 Total Sections(undup)
293 Sections Unchanged
150 Sections Changed

Course Cancellation Draft

Student First Course Cancellation Strategy

This Student First Course Cancellation Strategy provides insight into the dean's purview and approach to schedule building, enrollment management, and cancellation considerations and processes.

The best approach to reducing course cancellations is to be proactive in schedule development and to schedule responsibly. Our student first approach to schedule development reduces cancellations and maximizes student success and completion.

Board Policy BP 6.04 – Minimum Class Size Guidelines:

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 a 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 consideration of Board Policy 6.04 and in thoughtfully analyzing enrollment and potential class cancellations, deans will continue to utilize a student first approach that encompasses the following:

1. Communication with students via email or telephone that their class will be cancelled, along with alternative options to support progress toward their academic goals
2. Prior notification for faculty of potential cancellations of low-enrolled classes and collaboration to identify strategies to increase enrollment
    - **First schedule review, 15 workdays prior to start of classes**: Plan for potential cancellations and consider schedule adjustments to preserve full-time and part-time load.
    - **Second schedule review, 10 workdays prior to start of classes or first class meeting**: Inform faculty members whose sections are extremely low enrolled and may be cancelled. Provide them day and time the decision will need to be made, usually 3-5 days ahead of the first class meeting. (In some cases, we may wait until the first class meeting to determine enrollment/cancellation. ESL classes, for example, often register late.)
3. Consideration of enrollment patterns with the dean's discretion as to whether or not to allow additional time for enrollment to increase. If a class is cancelled after the first class session, faculty will receive compensation at the appropriate rate only for the hours of instruction provided

Draft from Cañada: Feedback from Instructional Deans and Academic Senate President and VP (12.8.2022)

4. Communication with faculty via email, telephone, or in person that their classes will be cancelled
5. Adjustments to faculty assignments to ensure compliance with the AFT Agreement

In schedule development, the instructional deans create a student first schedule with support of the Office of Instruction. In determining class cancellations, deans utilize enroll management strategies and data to act in the best interest of our students and programs. The deans consider a number of factors when considering potential class cancellations, including but not limited to:

1. Degree, certificate, and program core and selective requirements
2. Current and historical enrollment patterns
3. The availability of the same and/or similar courses at district colleges
4. Students are able to satisfy home major course completion requirement for local degrees (12 units or 50% minimum for local AA/AS degrees)
5. Two-year program plans, prerequisites, and course sequences
6. New and experimental courses and/or range of modalities
7. Faculty contractual load obligations

We understand that course cancellation has an impact on students, faculty, and the campus community. As such, there are a large number of considerations that go into this decision, including degree pathways, student completion, and overall impact on the programs. Our student first approach to schedule development reduces cancellations and maximizes student success and completion.

AFT Contract

19.2.8 A part-time teaching faculty member whose assignment is reduced (e.g. class canceled due to financial exigency or low enrollment) within three weeks (fifteen working days) prior to the beginning of that assignment may not claim seniority as a reason to be reassigned in place of a less senior part-time faculty member provided that the less senior part-time faculty member had already been given an assignment prior to the three week period. However, seniority remains a factor to be considered whenever new or un-staffed assignments become available. A part-time faculty member whose assignment is reduced under this section will not lose his/her seniority or accumulated sick leave.

Process considerations for cancellations prior to start of semester:

- Provide PT faculty notice so they might take other opportunities as possible
- Notify students and provide them time to register for other sections
- If a FT faculty member may need to replace or "bump" a part-timer, this needs to happen as soon as reasonably possible ahead of the start of the semester.

Combined with Cañada and Skyline Course Cancelation:
https://skylinecollege.edu/instructionoffice/studentsfirstcoursecancellationstrategy.php

Special Elements for Your Information

- THANK YOU for monitoring class rosters closely and alerting to no-show students to prevent fraudulent enrollments.
- **Collaborative process** of course scheduling between faculty and deans
- Managing the complexity of personnel, programs, and students' needs of course scheduling
- Enrollment Metrics Goals: Enrollment, FTES, FTEF, Fill Rate, and Productivity Ratio (indicators for the vitality of the programs)
- Each division's enrollment trends

Spring 2023 Enrollment Metrics Goals and Results

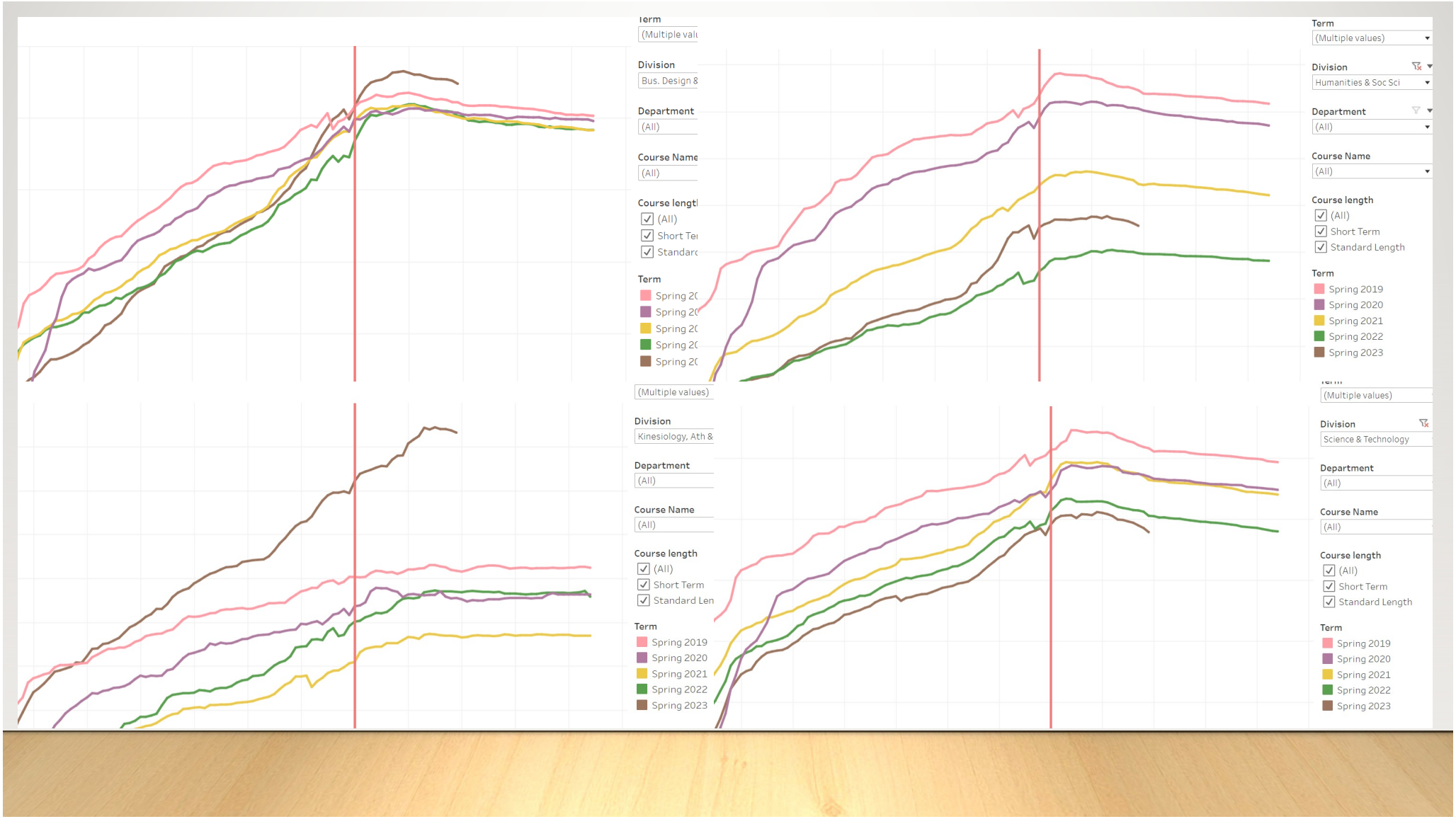
Enrollment Metrics Goals

Division FTE Goal	Enrollment	Fill Rate	FTES	FTEF	FTES/ FTEF
Academic Sup & Learn		70%	3.2	0.2	13.3
Bus. Design & Workforce		70%	320.7	23.5	13.7
Counseling		70%	16.9	1.2	13.7
Humanities & Soc. Sci.		70%	414.4	30.3	13.7
Kinesiology, Athl & Dan		70%	90.5	6.6	13.7
Science & Technology		70%	425.4	31.1	13.7
College Goal	**11,000**	**70%**	**1271.0**	**93.0**	**13.7**

Enrollment Metrics Results as of Census Day

	Unduplicated Sections	Sections	Enrollment	Fill Rate	FTES	FTEF	FTES/ FTEF
Academic Sup & Learn	13	14	100	15.6%	4.9	0.2	29.1
Bus. Design & Workforce	130	167	3,214	70.8%	316.1	24.3	13.0
Counseling	6	6	124	54.7%	9.7	0.8	11.5
Humanities & Soc. Sci.	142	186	3,276	67.3%	369.6	32.5	11.4
Kinesiology, Athl & Dan	42	119	1,031	70.0%	118.6	8.1	14.7
Science & Technology	110	136	2,846	73.1%	463.9	31.3	14.8
Total	443	628	**10,591**	**68.3%**	**1282.8**	**97.2**	**13.2**

Blue box = goal met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