

**Subject:** Fall 2020 Class Sizes  
**Date:** Wednesday, April 29, 2020 at 9:58:05 PM Pacific Daylight Time  
**From:** Wallace, Jeremy  
**To:** All Faculty  
**BCC:** McVean, Aaron  
**Attachments:** image001.png

Colleagues,

As you may have heard, San Mateo County has extended the Shelter in Place order to May 31<sup>st</sup>, and as a result, there remains quite a bit of uncertainty about the teaching modality (or modalities) for Fall 2020. With that being said, there is a significant chance that many of our courses could be converted to remote learning in the fall; ultimately this will depend on the San Mateo County Health Department directives.

With that being said, Fall 2020 registration for students starts on Monday, May 4<sup>th</sup>, and almost all of next semester's courses have been scheduled as if they are being offered face-to-face, which means the vast majority of our courses have class sizes that are designed for face-to-face pedagogy. Considering that many of these courses may be converted to online courses, we need to look carefully at whether we should reduce our class sizes. **More specifically, the District Academic Senate is asking all members of the faculty to ask whether the class caps of their Fall 2020 courses would be appropriate in an online modality, especially when considering the amount of training and experience the assigned instructor has in offering distance education** (i.e. veteran DE instructors can handle larger classes than novice DE faculty).

For example, if your Fall 2020 face-to-face course has a class cap of 60, you should ask yourself if you have the ability to teach 60 students in a fully online course that utilizes "regular and effective contact" and adheres to other Title V DE regulations (not to mention the workload associated with ensuring accessibility, facilitating online discussions, fielding questions via email, grading online assignments, and administering virtual exams, to name a few). If the answer is no, **we are encouraging you to contact your dean immediately to discuss a change to the class size**. We understand that this is a tight timeline, but these are highly unusual and ever-changing circumstances (which we are sure the deans also understand).

Lastly, the District Academic Senate will be sending out guidance on Summer 2020 remote teaching and learning this week (a similar guidance memo for Fall 2020 will follow in a few weeks). I want to assure you that those of you teaching online in the summer (and fall) will have training available to you so that you are equipped to provide our students with the quality educational programs that this district is known for. More information to come.

**If you have any questions or concerns about your class sizes, please reach out to your dean.** Class caps are traditionally set through a collaboration between faculty and administration, and this fall should be no different. Our ability to work collegially with our administrative colleagues during this pandemic will ultimately result in a better learning environment for our students. But, of course, feel free to contact me or your local academic senate president with any questions or concerns.

Have a great evening, and I'll be in touch soon,

Jeremy

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