

Class Cancellation Guidelines - Faculty Survey (Draft 1)

In the Fall 2024 semester, District Participatory Governance Council has a Fall deadline to make a recommendation on Class Cancellation Guidelines. This recommendation builds on over a year of work on creating a new Board Policy and corresponding Administrative Procedure. During discussions of the different proposals last year, there were some important differences in perspective shared among faculty.

This survey is an attempt to better understand all faculty's perspectives. This will help your faculty representatives reach consensus on recommending new Class Cancellation Guidelines.

This survey doesn't require direct familiarity with the various proposals from last year, but below, under "Resources" are links to the current Board Policy with proposed revisions in red, and the most current iteration of the new proposed Administrative Procedure (which includes the most substantive changes).

General Survey Details

- To complete the survey, it is necessary to log in with your smccd.edu email address.
- Only one response per person.
- The survey should take less than 15 minutes.
- **Survey deadline: complete this survey by Friday, October 4th.**

Optional Resources (you are welcome to skip directly to the questions)

- **Current BP 6.04:** Minimum Class Size Guidelines:
 - https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/PoliciesProcedures/6_04.pdf
- **Current proposed changes to BP 6.04** Guidelines for Class Cancellation:
 - <https://acrobat.adobe.com/id/urn:aaid:sc:US:74942516-bfa4-4c77-8ee1-aa8aaa35aa86?viewer%21megaVerb=group-discover>
- **Proposal for AP 6.04.1: Guidelines for Class Cancellations that uses 50% of class maximums** to establish class minimum numbers:
 - <https://acrobat.adobe.com/id/urn:aaid:sc:US:6274d920-26b1-4497-be91-a196e28b1f84?viewer%21megaVerb=group-discover>
- **Proposal for AP 6.04.1: Guidelines for Class Cancellations that uses two fixed numbers** (synchronous versus asynchronous) to establish class minimum numbers
 - https://smccd.edu/academicsenate/documents/das/2425/Draft_AP%204000_6.04.1_Class_Cancellations_Guidelines_two-fixed-numbers-version.pdf

* This form will record your name, please fill your name.

1. It would be helpful to increase the amount of standardization for how Deans decide to cancel classes.

[Background: the newly proposed class cancellation guidelines contain a timeline and enrollment targets based on proximity to the semester. In the current proposals, Deans could decide to keep a class that was lower than a milestone but would need faculty agreement in order to cancel a class that met the enrollment targets.]

	Strongly agree	Agree	Uncertain or Indifferent	Disagree	Strongly disagree
Select the option that best reflects your view	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Greater standardization of the class cancellation process would negatively limit a Dean's ability to plan a class schedule that offers a wide range of courses.

[Background: one objection raised during the May 6, 2024 DPGC meeting was that the proposed timeline and connected process would cause Deans to schedule a smaller range of classes since it would be more difficult for Deans to cancel classes.]

	Strongly agree	Agree	Uncertain or Indifferent	Disagree	Strongly disagree
Select the option that best reflects your view	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Synchronous/on-campus courses should have a lower minimum enrollment number than asynchronous courses.

	Strongly agree	Agree	Uncertain or Indifferent	Disagree	Strongly disagree
Select the option that best reflects your view	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. There have been three distinct proposals for how to establish minimum enrollment numbers for courses. (Keep in mind that like our current process, the purpose of any minimum enrollment number is to establish a basic goal, while allowing some courses to run with fewer than the expected enrollment number.)

- **One fixed number:** this corresponds to our past policy and current temporary policy. Our current Board Policy sets twenty (20) students as the expected minimum enrollment number. But since Fall 2021, we have been using a temporary policy of ten (10) students as the expected minimum number.
- **Two fixed numbers:** this proposal establishes one enrollment minimum for synchronous courses and a higher number for asynchronous courses. One proposal last year suggested 17 for synchronous courses and 22 for asynchronous courses.
- **Fifty percent of class maximum:** this proposal establishes a course's minimum enrollment number as fifty percent of its class maximum.
 - In the short-term, this proposal would raise the minimum enrollment number for many course sections (any section that has a class maximum of forty or more students).
 - In the long-term, the number of courses with smaller enrollment minimums would depend on 1) how many course outlines are submitted to a college's curriculum committee that successfully justify a lower course maximum based on pedagogical reasons and 2) the number of these courses a Dean would agree to place in the class schedule for a particular semester.

Select the option that you think would be best, or select uncertain.

- One fixed number
- Two fixed numbers: one for synchronous, one for asynchronous
- Fifty percent of class maximum
- Uncertain

5. **Open-ended feedback:** If you would like to share an open-ended comment, question, or suggestion related to the class cancellation guidelines, then please enter it below.

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