

Rationale for Proposal for Change in Processes for Closing Classes at the Beginning of the Semester

1. Identify the key issue, novel situation, challenge, problem, etc.

A script is currently being used to determine when classes should close at the beginning of the semester.

Class is full (no available seats)

or

Class is now on the 2nd meeting day.

(2nd meeting day for online and Hybrids is today for 8 weeks sections because classes started on Saturday 10/21. EX: Sat 10/21- Day 1, Sun 10/22 - Day 2.

(Online and Hybrid asynchronous sections act as a 7-day meeting pattern).

If students add to the waitlist as long as there are open seats the nightly process will add them to the class. This will only occur if the faculty has not manually closed the section. If they have closed the section the only way to add would be via the A&R process.

2. Provide underlying rationale for addressing the issue.

Several departments have raised concerns in various venues about closed classes and issues with student enrollment.

3. Include any relevant background and institutional history.

Each of the three colleges in the district currently use a different code.

CC - no seats available ($\text{seats_avail} \leq 0$) and part of term start date less than or equal to system date (aka today); in other words, class has started.

PC- census date less than or equal to system date (aka today)

BC- no seats available ($\text{seats_avail} \leq 0$) and part of term start date is less than or equal to system date (aka today); in other words, class has started.

OR

seats available > 0 and date of second class meeting is less than or equal to system date (aka today); in other words, on or after date of second class meeting.

4. Anticipate opposing arguments.

Students need to be present for the first day (or two days, depending on meeting schedule) of class in order to have the best chances of succeeding in the class. In lab or applied classes, health and safety procedures are taught and assessed that are essential to the course. Students entering after the first day (or two days, depending on meeting schedule) will not have the requisite skills or information to engage in the course safely and successfully.

5. Articulate possible solution(s), highlighting support for the most desirable outcome.

Change the script to match PCs and allow for faculty to close a course or stop waitlist roll earlier than census.