



For Adjuncts, By Adjuncts Vol. 1, No. 2, December 2018

This is the second issue of our monthly AFA adjunct newsletter. Each issue will cover a topic of broad interest to adjuncts. If you have a topic you are interested in seeing us cover, please contact us by email. Older issues of the newsletter are archived [here](#).

This month's topic is schedule cuts. AFA adjunct councilors prepared a list of questions about scheduling for our Interim Vice President of Academic Affairs/Assistant Superintendent, Jane Saldaña-Talley, and she kindly agreed to provide the answers for the adjunct newsletter. We present Dr. Saldaña-Talley's answers below in blue typeface.

A September email from Dr. Chong said the District planned a 9% reduction to the schedule for Spring 2019? Is that 9% reduction on track?

Academic Affairs Council was asked to reduce the overall class schedule by 9%, which entails a 9% reduction each semester beginning in spring 2019 and continuing through summer and fall 2019. We are generally on track for meeting the overall 9% reduction, having cut somewhat less in spring and somewhat more in summer, which will require a reconciliation in fall in order to achieve the overall goal of 9%. Cluster deans have been consulting closely with department chairs in this process. Different departments are looking at their program rotations and working on ways to spread cuts and the eventual impact on students and faculty over those three semesters, cutting less in some and more in others.

Can you describe how decisions are made to cut a class or a section, and who makes those decisions?

In response to schedule reduction targets coming from Academic Affairs, each department chair recommends a schedule and the cluster dean finalizes and approves the final schedule in consultation with the chair. Deans work with chairs to make their enrollment targets on proof 1, with final targets being achieved by proof 2. This process is in accordance with the District's right of assignment. Scheduling Guidelines were distributed in August to deans and department chairs outlining the following process for schedule reductions:

- **Create an annual strategy for Spring 2019, Summer and Fall 2019**
 - Department chairs and cluster deans work together to maintain a 95% fill rate (enrollment efficiency).

- The VPAA will approve a target FTEF for each cluster or site. The cluster dean will not exceed his/her target unless approved by their Senior Dean or VPAA.
- Department chairs and deans meet and consult in advance to discuss an annual strategy for each department.
- Department chairs and deans should consider removing classes from the schedule when evidence from previous semesters suggests that too many sections were offered.
- While some lower enrolled courses must run to meet student success goals, ideally overall fill rates should be maintained at a minimum of 95%.
- Sections scheduled in day vs. evening often serve different populations. Analyze evening offerings to determine if changes need to be made.
- Consider online and hybrid courses in response to student needs where possible.
- **Schedule to help students complete and succeed**
 - All chairs, Career Education coordinators and deans are required to check their certificate/major course sequencing plans on the certificate/major webpage at: <https://portal.santarosa.edu/srweb/ProgramOfStudyDegrees.aspx>
 - Department chairs and deans work together to ensure that the sequencing plan allows students to complete in a reasonable timeframe and to consider if classes are only offered in summer, fall, or spring or online. Counselors and students use these to plan their schedules, and therefore such plans should be reviewed and kept up-to-date.
 - Determine if a certificate or major is primarily a day or evening program, or both, and assure that students are able to complete.
 - Focus on core, required courses that students need. Just enough electives should be offered to allow students to complete, but not more than what is actually needed.

What steps are being taken to minimize the impact of schedule cuts on adjunct faculty and students?

In all ways, Article 16 will be followed in making hourly assignments for faculty. The District and AFA have signed an MOU stating that adjunct faculty with offer rights who have been removed from their department's length-of-service (LOS) list during the schedule reduction period of spring 2019 through spring 2021 shall remain on the LOS list through fall 2022.

For students, see above.

Will the total load available to librarians, counselors, and other allied faculty also be reduced?

Schedule reductions apply to courses taught by librarians, counselors and other allied faculty. Non-instructional assignments for allied faculty (librarians/counselors) were included in the \$3.3 million budget reduction for the 2018/19 fiscal year (see Dr. Chong's September email). Additional reductions to those budgets will be made over the next three years and as such are part of a larger overall strategy to reconsider programs and services.

What percentage of schedule reduction should we expect beyond Spring 2019, and how will you know when reductions are completed?

As mentioned above, the budget plan calls for a reduction of 9% per semester through fall 2019. We will know if we have met that overall goal after Proof 2 for fall has been submitted in early spring

semester. Once those reductions have been made, we will assess the budget and make final cuts as needed. The current budget reduction plan calls for an additional \$500K in schedule reductions in 2020/21, but we won't know if those are necessary until we get closer to planning for that year.