Form 1: Presentation Checklist

Short Term Class Changes

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Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

Short-term credit classes were previously defined by the number of meeting dates associated with the class. As a result, short-term class drop/refund dates were determined using the same meeting date logic. Historically, this logic has worked for onsite classes with traditional meeting dates. As online/hybrid/CWE classes developed, this logic is no longer effective for consistent application and enforcement for drops/refunds as these classes do not have traditional meeting times/dates. The attached proposal includes changes to the General Policy Procedure (A-30-0) with updated definitions and drop/refund logic.

TYPE OF AGENDA ITEM

■ Information Item (requires approval of AA Chair)

☐ Action Item

    ☐ Information and committee feedback

    ☐ Procedure—revision (Attach current policy with proposed changes illustrated with track changes)

    ☐ Procedure—new (Identify suggested location in *GPM*)

    Identify suggested location in *GPM*: _____

    ☐ Policy—revision (Attach current policy with proposed changes illustrated with track changes)

    ☐ Policy—new (Identify suggested location in *GPM*)

    Identify suggested location in *GPM*:_____

    ☐ New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)

    ☐ Other:_____

BUDGET

No budget impact

INSTRUCTIONAL REQUIREMENTS

Instructional department administrative assistants will be trained on new definitions and updated class set-up procedures.

OPERATIONAL NEEDS, CURRENT AND FUTURE

Short term courses (Part of Term U and V) will need to be reviewed to see if the updated definitions will change how they are set up. There are between 35 and 65 short term classes each term. In spring there are 10-15 class sections that will need to changed. Any changes will need to monitored for spring, summer, fall 2019 and winter 2020 schedule roles.

The Student Services Banner Student Module Manager and Instructional Systems Support Specialist will make any necessary changes, update the Administrative Assistant Manual and provide training.

STUDENT IMPACT

As a result of classes being set up consistently, drop/refund deadlines will be communicated more easily and enforced more consistently.

ANTICIPATED IMPLEMENTATION TIMELINE

College Affairs reviewed information item on 4/6/18, which will generate update to General Procedure Manual

This information will be included in the 2018-19 catalog addendum

The drop/refund script will be changed for fall 2018 classes