SAN DIEGO MIRAMAR COLLEGE
Academic Senate

Resolution 2022 – Auto Enrollment: Counseling Department
(Updated November 29, 2022)

Whereas it is the goal of community colleges to serve all students and to remove obstacles that prevent their success, no matter their level of "college readiness" or knowledge of institutional processes.

Whereas the process for communicating with and obtaining permission numbers from instructors during the first week of the semester can be challenging, cumbersome, stressful, and confusing for students. These difficulties are often made worse for first generation college students, non-native English speakers, students experiencing challenges with interpersonal communication, and cultural differences, among other populations. These challenges can impact students' ability to transfer or earn a degree or certificate on time.

Whereas instructional faculty members have to manage numerous, divergent tasks in a timely manner at the beginning of the semester. Finding, responding to, and managing student emails requesting permission numbers for numerous sections is challenging to manage effectively. These challenges are compounded for adjunct faculty who teach at various locations, navigating various colleges' enrollment policies and their various communication and enrollment platforms.

Whereas the current process negatively and overwhelmingly impacts Counseling, Admissions, and Student Services trying to help students contact faculty for permission numbers in a timely manner.

Whereas SDCCD currently has a policy that allows students to add a 16-week class, with the instructor's permission, up to the end of the second week of the course.

Be it resolved that the San Diego Community College District work in collaboration with the colleges (and with their schools, programs, and departments) to extend the traditional add/drop period in a 16-Week course into the first week of classes (i.e.

implement auto-enrollment). This process would work on a first come, first served basis, for under-enrolled classes, until the class is full.

Be it resolved that, in the implementation of an auto-enrollment policy, the District Office addresses faculty concerns in relation to:
1. Ensuring that students can find faculty contact information more easily
2. The timely notification of instructors when students automatically enroll during the first week to facilitate course readiness and timely communication
3. Providing the ability to opt out for programs and/or classes where safety protocols are shared during the first week and could jeopardize students' ability to operate safely in the course and be successful, or for classes where there is no opportunity (lack of staff, time, lab availability, etc.) to make up the significant amount of lab hours that happen during the first week
4. Making permission numbers available to faculty the moment a class reaches cap enrollment during the first week
5. Providing best-practices and other resources that help faculty work with students to catch-up/make-up missed days. For instance: offering additional office hours during the first two weeks, collaborating with tutoring services to catch up, more tutorials included in the Canvas shell, etc.