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1.0 Justification for Scheduling Classes on Demand

- 1.1 All available sections of a given course have been filled.
- 1.2 Instructor time is available either through the cancellation of classes which failed to reach minimum class size or instructors are available on a "temporary" one-semester part-time assignment.
- 1.3 Space suitable to the class is available.
- 1.4 A minimum class-size is assured.
- 1.5 The class scheduled "on demand" will not appear to result in the reduction of sections for the next semester.

2.0 Areas in Which "Demand" Classes Can Be Scheduled

- 2.1 It will be assumed that "demand" classes will not follow a consistent pattern, particularly in the day schedule.
- 2.2 Classes may be offered in, but are not limited to, the following areas:
 - 2.2.1 General Education Requirements.
 - 2.2.2 Transfer Education – Basic classes needed by students to transfer to four-year colleges.
 - 2.2.3 Career Education – Classes in high-demand vocational areas to prepare students for employment markets upon completion of two (2) years or less of college.
 - 2.2.4 Developmental Education – Classes to prepare students who lack basic skills for mainstreaming into transfer and career programs.

3.0 Personnel

- 3.1 Los Rios Community College District Human Resources will maintain an active list of instructors who can be assigned to "demand" classes.
- 3.2 College personnel will direct appropriate individuals to the Director of Personnel for preprocessing in case of need.
- 3.3 When it is decided by College personnel that a "demand" class will be opened, but before the class is made available to the students, the Director of Personnel will be informed so that appropriate personnel can be alerted.
- 3.4 Only in rare and justified instances will a "demand" class be added to the load of a regular instructor as a paid extra assignment.

3.5 Personnel hired to teach demand classes will be limited to six (6) units or two (2) classes within the District, day or evening, and will be hired on a semester basis.

4.0 Authorization

4.1 The Chancellor, upon request by the College President, will authorize the Vice Chancellor, Finance and Administration to set aside appropriate funds from the unbudgeted reserves, if he/she determines that the use of District funds for this purpose is in the best interest of the District.

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LRCCD

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