

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.

LRCCD

Adm. Regulation Adopted: 2/6/74
Adm. Regulation Revised: 1/28/81; 4/21/82; 1/26/15
Adm. Regulation Reviewed: 1/26/15
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