Classes designated as **SAFE** (no cuts in Spring) include:

* ENGL 1A, 4, 7
* COMM 1
* MATH 55/54, 43
* Courses whose elimination force full-time faculty below load minimum

The following courses should be prioritized **FIRST** for cancellation (“low-hanging fruit”):

* Personal development courses
* Electives
	+ Defined as courses which are not required for a major (not *specifically* designated as a degree/certificate requirement), and
	+ Courses which do not fulfill a general education requirement
* “Upper Division” courses
	+ Defined as advanced courses which are not *specifically* required for degree/certificate completion

The following courses should be prioritized **SECOND** for cancellation (low fill-rate courses). Low fill rates are defined as courses which exemplify the following criteria, based on data from the Spring 2012 semester (data from registration held in fall 2011)

* On Nov. 28, 2012 (just before new student enrollment begins)
	+ Any course not filled (below 100%)
	+ Any course not appropriate for new students
	+ Any course that is not designated as a special section (Puente, ASPIRE, etc.)
	+ Any course that is not designated as a single-section capstone course
* Repeat the above low-fill scan on Dec. 21, 2012 (two weeks after open enrollment for new students)
	+ Courses appropriate for new students that are reasonably full ok for this scan

The following courses should be prioritized **THIRD** for cancellation (GE consolidation):

* Courses which are not *specifically* required for any degree or certificate program, but *do* fulfill a GE (CSU GE Breadth or IGETC) requirement. IGETC, as the GE pattern that meets the needs of almost all students, should have preference over other GE patterns.

*Your reduction goal*: 15% FTEF reduction, with courses identified in priority order from first cut to last, and with an explanation of how each cut reflects these criteria, and the "unexpected consequences" which may result, such as virtually eliminating the possibility of a student completing a program in Spring, or being able to advance along a long sequences pathway, or threat to full-time faculty load, or any other unexpected consequences you identify.

*Timing: Submit your "best draft" to your Division Dean by 1:00 p.m. today.*