

In an effort to protect the integrity of the classroom and limit college and district liability, faculty members are reminded the MiraCosta Community College District has a prevailing no audit policy (Board Policy 4070–Course Auditing). This means only students whose names appear on the class roster and who are officially enrolled are authorized to be in the class (with an understanding that during the regular enrollment period, this is in flux while students are trying to obtain permission codes to add courses). Another board policy and administrative procedure govern student enrollment limitations and priorities (Board Policy/Administrative Procedure 5055–Student Enrollment Limitations and Priorities).

This administrative procedure addresses situations that involve visitors to the classroom (i.e., individuals who are not enrolled or trying to add the course section).

Opening Class Sessions to the Public

Occasionally circumstances arise that merit opening an individual class session to a wider audience, such as students from other classes or members of the public who may benefit from hearing a guest speaker.

This procedure pertains to an exceptional class meeting for a course that does not have a public interaction component (as identified in the course outline of record), and the meeting occurs within the scheduled classroom during the scheduled class time; it does not pertain to having a class attend an on-campus event during the scheduled class time that occurs in a location other than the scheduled classroom. Even if the instructor has helped arrange the event, if the event does not occur in the scheduled room during the scheduled time, the class session is not deemed open to the public. Instructors who wish to open a select class session to outside attendees shall communicate their intention at least twenty (20) business days beforehand to their department chair, dean, and the students enrolled in the class. This timeline enables requests for accommodation (as per the Americans with Disabilities Act) to be made to the director of risk management at least ten (10) business days in advance of the event.

- A. Exceptions to this timeline must be approved by the appropriate instructional dean and the director of risk management.
- B. Students who are unable to attend an open session due to compelling reasons (e.g., a safety concern) shall be excused from attending and provided an alternate activity or assignment to substitute for the missed session without penalty.
- C. The instructor shall make necessary arrangements for the open session, such as securing a room and technical support, and consult with the department chair, dean, and other departments as needed.

- D. This procedure does not apply to field trips or courses that involve performances or other types of public interaction that are consistent with the current course outline of record.

Visitors to the Classroom

Other instances in which visitors may visit class sessions include the following:

- A. A MiraCosta College employee visits a class in an official capacity related to the performance of his/her duties (a class observation related to an evaluation, attending to a facilities issue, etc.), or a MiraCosta College colleague visits a class with the approval of the instructor (e.g., in order to exchange pedagogical practices). Advance notification to faculty for such visits is desirable and should be attempted whenever possible.
- B. Official visitors and contracted workers do so in accordance with the purpose of their visit to campus (contractors involved with an immediate facility or equipment repair, accreditation site team members, etc.).
- C. Others with the approval of the instructor and instructional dean (colleagues visiting from other institutions who are interested in exchanging pedagogical and related ideas, visiting high school students, etc.). In extenuating circumstances, with the expectation that the learning environment will not be disrupted, instructors may approve a visitor for one class session, and the appropriate dean will be notified.
- D. Volunteers have been approved (as per Board Policy/Administrative Procedure 7500–Volunteers) or personal attendants have been authorized by Disabled Services Programs and Services (DSPS).
- E. Guest presenters (paid and unpaid) have been approved in advance by the appropriate instructional dean.
- F. Students who are enrolled in a different section of the same class taught by the same instructor. This scenario might arise if a student misses (or will knowingly miss) a class meeting and the material presented in that class meeting will be repeated by the instructor in a different section of the same class. This exception to standard attendance requires approval from the instructor and the assurance of an open seat in the classroom for the section being visited.

When online classes have a visitor added in an official capacity under guidelines A or B above, and faculty have not been notified in advance, faculty must be notified by phone or email at the time the visitor is added. The notification must include the reason for the visit and the anticipated duration of the visit. When the visitor is removed from the online class, the faculty must be notified by phone or email that the visit has concluded.