

**Class Size Advisory Committee
Guidelines for Review
October 14-26, 2016 revision**

I. AFA/District Contract Article 32.03B Maximum Class Size Limit

1. Each course will have a maximum class size limit. This limit will apply to all sections of this course at all locations (except as allowed in section 32.04, Extended Lecture). Such limits for all courses will be specified in a record available to faculty.
2. A course's maximum class size limit will be determined by pedagogical principles. This limit will be reasonable and equitable with respect to the resulting instructor workload as well as the financial constraints of the District.
3. A section's maximum class size will be either the maximum class size limit or the number of seats available in the assigned classroom, whichever is lower. The instructor of record for the section may allow additional students to add the section beyond its maximum class size.
4. The Academic Senate and the District will create a process for determining and reviewing maximum class size limits by establishing a Class Size Advisory Committee under the supervision of the Curriculum Review Committee. This committee will have equal numbers of Academic Senate and District appointments. This committee will recommend maximum class size limits for courses to the Curriculum Review Committee using mutually agreeable pedagogical parameters.

II. Class Size Advisory Committee Process

A. Review of Existing Courses

1. Departments/disciplines will propose a class size category and maximum class limit for each of the courses in their curriculum, using the form provided.
2. The Class Size Advisory Committee will review proposed maximum class limits and meet with the department representatives (appointed by the chair) to discuss all classes in a particular department or discipline.
3. The Class Size Advisory Committee will develop recommendations for maximum class limits based on:
 - Dialogue with the department;
 - Review of the official Course Outline of Record (COR) with a focus on SLO's, course objectives, assignment structure, and grading workload; and
 - Levels of instructor/student interactivity required in particular disciplines.
4. Maximum class size limits will be based on the course outline of record and **not** on the teaching and assignment practices of individual instructors.

5. The Committee will recommend a maximum class size for each course to the Curriculum Review Committee, to be put on the consent agenda.
6. If the Curriculum Committee does not approve the recommended class size, the matter will return to the Class Size Advisory Committee for review. The Committee may change or reconfirm their recommendation to the Curriculum Review Committee.
7. Once the Curriculum Review Committee approves class limits, the department has the right to appeal the decision to the Vice President of Academic Affairs (or designee) and the Academic Senate President (or designee) who will review the recommendations and make a final decision.

B. Setting Class Maximums for New Courses

1. The department will recommend a class size category and a specific class maximum on a form developed by the Class Size Advisory Committee with a brief rationale.
2. Department representative(s) will be invited to meet with the Committee to present information and answer questions about SLOs, course objectives, assignment structure, and grading workload.
3. Steps three through seven as described above.

III. Evidence

In making a recommendation, the Class Size Advisory Committee will consider any of the following evidence:

- Course outlines of record for each course in the department or discipline;
- Historical enrollment data and historical class limits;
- Department List of all courses in each discipline and proposed class size category and proposed maximum class limit (for a new course – proposed limit)
- Any unique or special pedagogy in the course or discipline;
- Chancellor's Office data, as appropriate (The Committee is researching what is available);
- ~~Class sizes at other community colleges in California, as appropriate;~~
- ~~Discipline standards from state or national organizations, (if any), as appropriate.~~
- Program accreditation and licensing mandates.

