

Policies and Procedures

Chapter S3 – Educational Policies

S3.1 Maximum Course Size Policy

Responsible Administrator

Vice President of Academic Affairs & Institutional Effectiveness

Purpose

To establish a method for proposing and approving maximum course sizes

Responsibility

Academic Affairs

Initial Maximum Course Size

When a new course is developed, a maximum course size must be established.

All faculty members who would be affected by the change will be consulted when establishing the maximum course size. This may be at the program, department, or department discipline group level

Changing Maximum Course Size

The maximum course size may be increased or decreased if there is sufficient reason.

All faculty members that would be affected by the change must be consulted when changing the maximum course size. This may be at the program, department, or department discipline group level.

College President:



Date: 2/20/2024

Date of Adoption:

Date of Implementation:

Date Repealed or Replaced:

S3.1.1 Maximum Course Size Procedure

Initial Maximum Course Size

The initial maximum course size must be included with any new course proposal. New course proposals are considered by AASC and will be processed according to college operating instructions.

Changing Maximum Course Size

- 1) To request a maximum course size change, a faculty member must complete the Maximum Course Size Change Form maintained by Academic Affairs.
- 2) Upon review and recommendation by the dean and Vice President of Academic Affairs & Institutional Effectiveness (VPAAIE), the change will be added to the Faculty Shared Governance agenda to be presented by a faculty member.
- 3) When Faculty Shared Governance recommends the change, Academic Affairs will update curriculum records and notify the appropriate dean's office. If Faculty Shared Governance recommends changes to the proposal or does not recommend the change, the Vice President will take that into consideration and a final determination will be communicated to the local MSCF President, appropriate dean, and affected faculty.

Changes will go into effect in compliance with the current MSCF contract and local procedures.

College President:



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