

4.9 CLASS CAPACITY

Class capacities will be set in a manner which honors the pedagogy of individual disciplines, promotes a safe classroom environment, complies with external mandates (e.g., Nursing regulations) and encourages fiscal sustainability. This article is designed to establish consistency *within and* between the colleges regarding class capacities.

- 4.9.1 **Minimum Class Capacity Guidelines.** Each college shall develop a set of “Guidelines for Minimum Enrollment,” delineating the minimum expected class size based on factors appropriate to the institution. Guidelines will be developed in consultation with the YFA and posted on the college website in an appropriate location.
- 4.9.2 **Establishing Standard Class Capacities.** This process is designed to establish consistent class capacities across the district, resulting in comparable courses at both institutions having the same class capacity. **The process shall be guided using the Class Capacity Determination Form.**
- 4.9.3 **Class Capacity Work Groups.** Class Capacity Work Groups shall be formed for each discipline *or related groups of disciplines* (e.g., Subject Codes) to analyze and determine appropriate class capacities in accordance with the schedule outlined in 4.9.4.. The work groups shall consist of the following representatives for a total of four members: at least one academic dean from the discipline and one other college administrator (Dean or Vice President), two discipline faculty, preferably one from each college if available. The work groups shall convene and conduct reviews on a timely basis and make every attempt to reach consensus. If a majority decision cannot be reached, the decision will return to a negotiations session between the District and the YFA on May 15, 2019.
- 4.9.4 **Schedule.** The work groups shall convene during Spring semester 2019 to determine the class capacities. If a discipline work group does not establish a class capacity by May 10, 2019 then the course will be assigned to a standard class capacity **in increments of 5 up to 40** at the negotiations session between the District and the YFA on May 15, 2019. The class capacities will be effective Fall semester 2019.

Class capacities may be revisited after the course has been offered for at least four semesters at the determined size, not including summer sessions, or earlier by mutual agreement.

- 4.9.5 **New courses.** Class capacities for new courses shall follow the same process as outlined in section 4.9.3, **including a Class Capacity Determination Form**, and form an ad-hoc work group to reach consensus on an appropriate class capacity. If consensus cannot be achieved, the District and the YFA shall convene in a timely manner and consider the matter. The Curriculum Committee shall not act to approve the new course until the parties have reached agreement on the appropriate capacity.