

Guidelines for Class Capacity Work Groups

Who: All faculty in each instructional discipline area
What: Class Capacity Work Groups
When: **Due no later than 5:00pm on Friday, May 10, 2019**
Where: In each discipline's Class Capacity Work Group meeting(s)
Why: To determine maximum class sizes for each course offered in the YCCD

NOTE: **Unresolved class sizes that do not meet the May 10, 2019 deadline will be sent to YFA-YCCD negotiations on May 15, 2019.**

Instructions

1. Review what is (or will become) Article 4.9 in the YFA contract (i.e., Class Capacity)
2. Article 4.9.1 (Minimum Class Capacity Guidelines) is negotiated between the YFA Vice Presidents and the Vice Presidents of Instruction at each college. This is already in the contract and is supposed to be reviewed every few years. **The Class Size Work Groups do not focus on minimum class sizes.**
3. Multiple Class Capacity Work Groups will be occurring at the same time (e.g., one for History, one for Biology, one for Art, etc.)
4. There will be a maximum of four (4) member on the Class Capacity Work Group.
 - a. At least one (1) academic Dean from the discipline area and one (1) other college administrator.
 - b. Two (2) discipline faculty (preferably one from each college if available)
5. Prior to the Class Capacity Work Group convening, it is strongly recommended that all discipline faculty communicate with each other regarding appropriate and relevant items for for consideration.
 - a. Be sure to communicate among your colleagues at both colleges within your disciplines. You can use Google Groups or other online discussion groups (e.g., Zoom) to exchange ideas and information without meeting in person.
 - b. Be sure to check with colleagues in disciplines who have cross-referenced courses (e.g., Art and Computer Graphics, etc.)
 - c. Be sure to check with your college's articulation officer for any courses that need special "alignment" for which discipline faculty to have discussions with at the other college, in case the courses do not easily "match-up." (For example, Columbia College may have classes where specific instruction is divided between two or more courses whereas MJC may have similar instruction in one course).
The bottom line—talk to your colleagues at both colleges.
6. Make a list of all courses taught in your discipline.
 - a. What, historically, have been the class size maximums? Have they been consistent? Have they been consistent between face-to-face and online courses?
 - b. What, historically, are the enrollments in your courses on the first day of the semester? What, historically, have been the number of students on wait-lists?

- c. What, historically, are the retention and success rates in the courses?
7. Review possible factors that might limit class sizes. (Review the Class Capacity Determination Form, page 2)
 - a. State/federal mandate or regulation. Evidence of the mandate or regulation is required.
 - b. Safety considerations.
 - c. Pedagogy.
8. Focus on serving the most students possible BUT with the best learning environment which maximizes student success.
 - a. This is not “negotiations” (which has the connotation of being “positional.”)
 - b. This is a joint, task-oriented, collaborative approach to reconcile what should be the appropriate class size maximums for each course taught within the YCCD.
9. Use the Class Capacity Determination Form for each course. You can also submit “groups” of courses that fall into a similar category (e.g., performance, lab, clinical, traditional lecture, etc.)
 - a. Submit resolved class sizes to your YFA Rep and your Dean.
 - b. Your YFA Rep will submit your resolved class sizes to the YFA office.
 - c. Your Dean will submit your resolved class sizes to the District office.
10. **Deadline:** **May 10, 2019 by 5:00pm**
 - a. February 10, 2019—no less than 25% of courses should have their class sizes resolved.
 - b. March 10, 2019—no less than 50% of courses should have their class sizes resolved.
 - c. April 10, 2019—no less than 75% of courses should have their class sizes resolved.
 - d. May 10, 2019—no less than 100% of courses should have their class sizes resolved.
 - e. Unresolved class sizes will be sent to **YFA-YCCD negotiations and will be resolved on May 15, 2019.**