4.7 CLASS SIZE BALANCING

Class size balancing is a mechanism used to support classes that are vulnerable to being cut due to low enrollment and may apply to both full-time and part-time faculty. Class size balancing means that student enrollments above capacity and below 51 students in one section are used to offset student enrollments below the acceptable minimum class size in another.

> **Example**: Class A has 47 enrolled with a capacity of 40. Class B has 16 enrolled and needs 20 to meet college minimum-size guidelines. Four students from Class A may be used to offset the four needed to run Class B.

Class size balancing is primarily used to ensure that a full-time faculty member has a full 100% load for the term, not to maintain a desired overload or total adjunct load, when the college's Minimum Class Size Guidelines (Article 4.9) do not otherwise support maintaining an under-enrolled class.

The terms of this section are subject to approval of the immediate administrator, Vice President, and President prior to implementation of the steps listed below. Class size balancing may occur according to the following criteria:

1. Class size balancing must occur within the same academic term;
2. Class size balancing is usually within the individual instructor's load. Class size balancing may also occur within a department when productivity targets are met or exceeded;
3. Class size balancing shall be determined by the end of the first week of class;
4. Class size balancing shall occur in consultation with the faculty member's immediate administrator.
5. For purposes of class size balancing, students may only be counted once.
6. For large classes (Article 4.10), only the ten enrollments above capacity but uncompensated by large class multipliers are available for balancing.

   Example: Class C normally has a capacity of 40 but is being taught as a large lecture of 100 students. Ten students, representing enrolled students numbers 41-50, are available for balancing a low-enrolled course within the instructor's load. Starting with the 51st enrollment, the instructor receives additional compensation per Article 4.10.

4.10 LARGE CLASS ACCOMMODATIONS

4.10.1 Overview

The provisions are designed to encourage faculty to participate in a large class format, whenever it is educationally sound. The higher productivity of large classes supports other important but smaller course offerings of the colleges. Large classes generate revenue (apportionment) based on the additional students enrolled. Some of this additional apportionment is returned to the faculty member's division through a Block Grant Supplement. (See Article 4.10.5 below). Large class multipliers begin with the 51st student enrolled, as in Article 4.10.5 below. Student enrollments above capacity and below 51 shall be at the discretion of the instructor to help the college meet its enrollment targets and/or for class size balancing as described in Article 4.7.

4.10.2 Eligibility

The large class accommodation applies to classes with a standard capacity of at least 40 students. It also applies to the lecture component of stacked lecture/lab classes where, for instance, two sections of 30 students each meet separately for laboratory activities but meet concurrently for lecture. The instructor shall receive extra compensation and the department shall receive a block grant supplement for the lecture component, based on the formula.

4.10.3 Conditions

All large lecture classes must be pre-approved and scheduled with mutual agreement with the unit member and the immediate administrator. Class size at census is used to determine load factors.

4.10.4 Large Class Formula

Load factors increase starting with the 51st student enrolled and increase by 0.02 per additional student enrolled as of census. The load factor for the class shall be multiplied by the formula: [1 + (Enrolled – 50) x .02]

Example: 62 students enrolled as of census in a class with a 20% load.

Calculated Load = 20% x [1 + (**62**-50) x .02] = 20% x 1.24 = 24.8%

Typical Examples: 75 students = 1.5 multiplier. 100 students = 2.0 multiplier. 150 students = 3.0 multiplier. 200 students = 4.0 multiplier.

Hourly pay: Paid hours for large adjunct and overload classes shall be multiplied by the load factor as calculated above.