



December 2, 2016

From: YCCD Class Size Committee

To: YCCD and YFA Negotiations Teams

The Class Size Committee was established as a workgroup in support of the negotiation process between the Yosemite Community College District and the Yosemite Faculty Association. Committee members were polled to determine meeting dates and times resulting in the following convening dates:

May 1, 2016

May 18, 2016

June 2, 2016

December 2, 2016

The Committee was tasked with developing a process for determining exceptions to a conceptual class size maximum. The Committee reviewed the ASCCC whitepaper, *Setting Course Enrollment Maximums: Process, Roles, and Principles*, which includes sample models, and explored class capacity data from Columbia College and Modesto Junior College.

The Committee reached the following general agreements which served as a framework for determining a process:

1. Process should be transparent with information easily accessible online.
2. Process will honor mandated restrictions.
3. Pedagogy and sustainability are priority, and perhaps competing, considerations.
4. Class size and room size are distinct concepts.
5. Faculty and administration have shared interest in class size and determination of exceptions.
6. It would be disruptive to make sweeping change across all courses at one time.
7. Other college models may assist in developing a rubric for YCCD courses.
8. Timeline and process for class size evaluation could align with curriculum review.
9. A rubric, worksheet, and standard data set would facilitate consistency of exception determination.
10. There is a shared desire to make a recommendation for a district class size maximum.

**The Class Size Committee recommends:**

1. A district committee be established to review requests for class size exception.
2. The committee be comprised of the following representatives from each college for a committee size of eight:
  - a. Curriculum Co-Chair

- b. Vice President of Instruction
  - c. Faculty member
  - d. Administrator
3. The class size exception be considered on the same cycle as curriculum review.
4. A short form be adopted to facilitate the exception review process.
5. Immediately following adoption of a class size exception process, all courses currently at a class size of 35 or higher be moved to 40.
6. Courses currently below 35 remain at the current capacity until the next cycle of curriculum review.

A proposed Short Form for Class Size Exception is included for consideration. Key elements for consideration are mandates, safety, and pedagogy. Each will require documentation and reference to support consideration of a reduced course capacity.

The Class Size Committee had rich dialogue on a breadth of matters that intersect with class capacity. The Committee respectfully presents the following suggestions for consideration while recognizing they extend beyond the scope of the primary goal.

**The Class Size Committee suggests:**

1. Class size maximum is 40.
2. With the exception of those courses currently at 35 or above, that a five year timeline be established for implementation, in alignment with curriculum review.
3. Workload inequities, relevant to Appendix B, have potential to influence class capacity and warrant further review.