APPENDIX B: CLASS CAPACITY DETERMINATION PROCESS & FORM

Article 4.10 "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." The capacity of every course is the same regardless of teaching modality as stated in **Article 37.5-Class Size and Load** of the YCCD/YFA Contract and Title 5 Section 55208(c).

Per Article 4.10 of the YFA Contract, class capacities shall be established for each **new course** prior to it being considered by a Curriculum Committee. The same process applies to modify class capacity for an existing course. Follow the steps below:

1. Requesting Faculty confer with their dean to notify them that the process is starting.
2. The lead faculty member or dean's office schedules a meeting for a work group that typically would include the originating faculty member, their dean, and their counterparts at the other college.
3. At the conclusion of the meeting, the originating faculty or dean's office circulates the form for work group member signatures. **Rationale must be attached to the form.**
4. The originating faculty member submits the completed, signed form to the YFA Office via email: yfa@yosemite.edu. YFA will typically forward completed forms to the appropriate college within two business days.
5. New and updated course capacities are effective with the next curriculum cycle.

Contact the Instruction Office and/or the YFA Office with questions.

Size Determination Criteria

Mandate or Regulation

- Ability to comply with specific accreditation or relevant external requirements and standards (A specific reference source must be provided.)

Safety Considerations

- Ability of faculty to effectively supervise students (especially in lab-related courses)
- Ability of faculty to teach, monitor, and correct student skill levels (especially CTE)
- Ability of faculty to effectively serve students in the event of an accident as a result of student performance

Pedagogy

- Ability to effectively follow the COR as approved
- Ability to maintain appropriate rigor of course requirements
- Ability to effectively assess summative and formative outcomes
- Ability to effectively determine the originality or authenticity of student work
- Ability to maintain effective interaction with students
- Ability to work with individual students
- Ability to monitor the collaborative work of student groups
- Ability to properly address the various skill levels of students

Clear Form

Requestor: _____ **Origination Date:** _____

Requesting College(s): Columbia ☐ **MJC** ☐

Division(s)/School(s): _____ **Discipline(s):** _____

Workgroup Members. Include Name & Title

Columbia Faculty:_____ Columbia Administrator_____

MJC Faculty:_____ MJC Administrator_____

Attach Rationale: Provide a rationale for this decision based on (1) **mandate** or **regulation** (a reference source must be provided); (2) **safety conditions**; and/or (3) **pedagogy**. Base your rationale on the size determination criteria listed in the process directions.

Columbia College Courses					
Course	**Title**	**Units**	**Lecture Hrs[1]**	**Activity Hrs[1]**	**Lab Hrs[1]**
Modesto Junior College Courses					
Course	**Title**	**Units**	**Lecture Hrs[1]**	**Activity Hrs[1]**	**Lab Hrs[1]**

Class capacity for each course listed above shall be ____ students, regardless of teaching modality.

MJC Faculty:_____ MJC Administrator_____

Sign and Date Sign and Date

CC Faculty:_____ CC Administrator_____

Sign and Date Sign and Date

Rationale (Enter below or attach separate document)

Columbia College Courses – continued (if needed)					
Course	**Title**	**Units**	**Lecture Hrs[1]**	**Activity Hrs[1]**	**Lab Hrs[1]**

Modesto Junior College Courses – continued (if needed)					
Course	**Title**	**Units**	**Lecture Hrs[1]**	**Activity Hrs[1]**	**Lab Hrs[1]**