

from VCCCD  
11-29-17  
108PM

ARTICLE 6 Class Size

6.1 The number of students per class (class size) shall be designed to promote student success and access and address student equity gaps and subject to limitations inherent in the nature of the class, instructor pedagogy, the size of the room, the number of available student stations and available equipment, and the safety of students. Fire code room maximums shall be posted in each classroom and also be made publicly available for all classrooms in hard copy in the appropriate campus Vice President's office. The maximum class size under the above criteria may be recommended by affected faculty through the relevant department, and shall be subject to reasonable approval of the Executive-appropriate campus Vice President of Student Learning or his/her designee.

Comment [MWS1]: Fire codes are not the measure of maximum classroom capacity, and may actually be greater than the enrollment limit.

6.2 **Maximum Class Size**

6.2.A. Faculty members may not enroll students beyond the assigned capacity assigned by management stipulated in 6.1 without the advance approval of the Dean.

6.2.B The maximum class size for classes designed for students with disabilities shall be 20 or shall meet existing laws and regulations.

6.2.C. The maximum class size for English composition classes shall be 27.

6.2.D The maximum class size for Communication Studies public speaking based courses shall be 27.

6.2.E. The maximum class size shall be 24 for laboratory, activity and public performance based courses unless otherwise stipulated in this Article. The determination of laboratory, activity and public performance based courses shall come from the Course Outline of Record.

6.2.DF D Where state or federal law limits class size, or limitations on class size are required for compliance with an external accrediting agency (e.g., Nursing), class sizes shall be capped at the number specified by law or accrediting agency.

6.2.EG Maximum enrollment capacities class sizes for all courses class sections shall be documented in the Class Schedule on the Course Outline of Record for each course, subject to the review and approval of each college's Curriculum Committee.

Comment [MWS2]: Per 6.1, approval rests with VP.

6.3 Upon reaching a minimum enrollment of 15 students, a regular credit course shall be offered and shall not be cancelled. A regular credit course must have at least fifteen (15) students enrolled by the last add date on the class roster to be eligible to. The minimum number of students enrolled in a regular credit course shall be 15 students at the end of the class adjustment period in order to continue. Exceptions for regular credit courses with enrollments of less than 15 that may be approved on the basis of factors which include, but are not limited, to the following:

6.3.A. Individual classes that meet specific District graduation requirements.

6.3.B. A third or fourth semester of instruction in sequential class.

6.3.C. Single class offerings that are not scheduled annually, but meet specific curricular requirements.

6.3.D. Classes where added reimbursement pays one-half of the salary of the instructor or meets contract obligations with other agencies.

6.3.E. A combined class of two or more levels of instruction scheduled at the same instructional hour may may shall be considered for the continuance of each section on the total enrollment of the combined groups.

6.3.F. Introduction of a new course essential to adopted curricula or approved for experimental study.

6.3.G. Essential remedial classes in which instruction must be highly individualized.

- 6.4 The District shall establish the dates of the class adjustment period (that period during which registered students may add and drop courses) on each campus. The class adjustment period shall be scheduled for a minimum of ten (10) consecutive working days beginning with the first day that classes meet for instruction (not including flex days) each semester.
- 6.5 The District shall establish the dates of late registration on each campus. Late registration (that period after classes have begun and during which students may register to attend the District's colleges) shall be scheduled for a minimum of five (5) consecutive working days beginning with the first day of classes each semester.
- 6.6 Non-graded classes will be discontinued when attendance for any such class falls below 15 for two consecutive sessions unless an exception is specifically granted by the appropriate campus Executive-Vice President.
- 6.7 First priority in resources (rooms, equipment, faculty) will be assigned to graded (credit) courses.

6.8 For Fall and Spring semesters, two weeks before start of semester, District will send email notice to instructors of all sections assigned to that instructor with enrollment of less than or equal to 25 students or 50% of the sections' enrollment cap, whichever is lower.

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~~6.98 Enrollments for Distance Education courses shall be no greater than the maximum enrollment of a face-to-face largest face-to-face enrolled course in the same discipline in the largest usable space at the same college.~~

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 Comment [MWS3]: Not precisely sure what this means. Not clear how physical limits are applicable to DE limits.  
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