

Class Size Maxima Proposal Request Form

Complete in consultation with department chair and school dean.

Requesting Faculty Member: _____

Department: _____

Department Chair: _____

Course Designator & Number: _____

(i.e. ACCT 101)

Check One:

New Course

Existing Course

Current CSM _____

Pilot Change Project

*If this option is selected **STOP HERE** and complete and attach the
"Pilot Program Request Form."

**Complete this Class Size Maxima Proposal Request Form at the
conclusion of the pilot program.

Requested Class Size Maximum: _____

Provide and attach rationale and validation for one or more of the following as appropriate and as a result of discussion with the school dean:

1. Match the current class size maxima of other courses in the same discipline.
2. Describe the result of consultation with department chair and school dean. If request is from the department chair include the result of consultation with dean only.
3. Evidence of student success related pedagogical research and best practices to support the request.
4. Impact on student equity
5. Impact on student access
6. Impact on instructional services budget (to be completed by dean)
7. Impact on student safety
8. Evidence collected from research and/or a pilot (attach to this form)

Instructor Signature _____ Date _____

Department Chair Signature _____ Date _____

School Dean Response:

Approve

Submit to the office of instruction by the fifth working day following the date of the request.

School Dean Signature: _____ Date: _____

Recommend Alternate Plan (may include additional research, including possibility of pilot program)

Describe dean recommendations for alternate plan (attach)

School Dean Signature: _____ Date: _____

Denied

Recommended class size maximum: _____

School Dean Signature: _____ Date: _____

Dean shall attach rationale for denial and return to the submitting faculty by the fifth business day following the date of the request.

If the department chair/designee accepts the school dean's recommended class size maximum she/he must notify the dean within 5 working days of the dean's recommendation. The dean will submit the form to the office of instruction for including on the new or existing course outline of record within 5 business days of receipt of the acceptance of the dean's recommendation.

If the department chair/designee disagrees with the school dean's recommended class size maximum she/he must request the Faculty Assembly President or his or her designee to convene a Class Size Maxima Mediation Ad Hoc group. The Faculty Assembly President or his or her designee shall facilitate the scheduling of a hearing to take place within 10 working days of the request for a hearing. The ad hoc group will consist of four members that includes two instructional deans (appointed by the vice president of instruction) that may not include the school dean who denied the request and two faculty members (appointed by the requesting faculty member's department chair/designee), that may not include the requesting department chair/designee.

The Class Size Maxima Mediation Ad Hoc Group will review all information provided by the requesting faculty member and school dean and make a recommendation to the vice president of instruction.

The vice president of instruction will review the information and recommendation from the Class Size Maxima Mediation Ad Hoc Group and render a decision within five working days of receiving the recommendation and that decision shall be final with no further appeals opportunities available and the resulting class size maximum shall be included in the course outline of record within 5 working days of the decision.