

Class Maximum Request Form

This form should be used to request a class size for a new and/or existing course. The requestor must acquire the signature of all unlimited full-time and unlimited part-time faculty credentialed to teach the course.

Faculty Requestor Name: Jenny Dumdei Current Date: 1/9/19

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
DA 18.55 Ethics and Jurisprudence

New Course Proposed Class Size: 24

Existing Course Current Class Size: _____ Proposed Class Size: _____

Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):

Semester 1 _____ Semester 2 _____ Semester 3 _____

Method of Delivery (circle appropriate) Face-to-Face Online Hybrid

Effective Semester (circle one): Fall FY20 _____ Spring FY2020 Summer FY20 _____

Rationale for requested class maximum size:

All courses within the Dental Assisting Program have max of 24 Per accreditation standards

Instructional Cost Study for program/CIP code (Insert or Attach) (See Research, Planning & Grants Office, Vice President of Finance & Facilities, or Deans Office.):

See Attachment

Faculty Signatures (All unlimited full-time and unlimited part-time faculty credentialed to teach the course. MSCF seniority roster can be found at <http://southcentral.edu/hr-a-college-relations/resources-a-forms.html> (if needed, add additional page)

Printed Name Jenny Dumdei Signature Jenny Dumdei Date: 1/9/19

Printed Name Katie Thalberg Signature Katie Thalberg Date: 1/9/19

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director [Signature] Date: 1/9/19

Vice President of Student and Academic Affairs Office Use Only

VPSAA (Initial each area) Faculty Credentials Verified [Initials] Instructional Cost Study Data Verified _____

Signature of V.P. of Student and Academic Affairs [Signature] Date: 2/28/19

Following Shared Governance Approval

Signature of President _____ Date: _____

Minnesota State Colleges and Universities

INSTRUCTION AND ACADEMIC SUPPORT – FY2016 System DATA – February 2017

LOWER DIVISION (LD) BY INSTITUTION

(SCC academic support for FY16 = \$742 per FYE)

Allocation CIP	CIP Description	LD FYE	Instruction & Academic Support State Appro Expended	Institution Average State Appro Expended Per FYE	MnSCU Average State Appro Expended Per FYE	Floor (90% of MnSCU Average)	Ceiling (110% of MnSCU Average)	Allotted to programmatic costs	Ranked from highest to lowest loss
510601	Dental Assisting/Assistant	23.93	175,033	7,313	4,539	4,085	4,993	(55,543)	7

2018 Accreditation

<https://www.ada.org/~media/CODA/Files/da.pdf?la=en>

3-8 The number of faculty positions must be sufficient to implement the program's goals and objectives. The faculty/student ratio during radiography and clinical practice sessions must not exceed one instructor to six students. During laboratory and preclinical instruction in dental materials and chairside assisting procedures, the faculty/student ratio must not exceed one instructor for each twelve students.

The Dental Assisting program has two (2) faculty who teach full-time. We use the above ratio's as a base for class maximums; using this ratio and the fact there are 2 faculty we have determined that 24 students is the maximum students to be admitted to the program. All of the non-lab, non-clinical courses have a 24 class maximum.

Another factor to establish the class maximum is the space available. Currently the Dental Assisting program completes all of the laboratory and clinical courses at Minnesota State, Mankato. We utilize space in the Clinical Sciences Building, sharing with MSU, M Dental Hygiene. For this reason we also have limited space available; with 24 students fitting comfortably into the space available.