

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: Cheiron McMahon **Current Date:** 11/18/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
EAP 0070- English for Intermediate Algebra, 2 credits

New Course Proposed Class Size: 20

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 N/A Semester 2 N/A Semester 3 N/A

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

Effective Semester (circle one): Fall FY20 19 Spring FY20__ Summer FY20__

Rationale for requested class maximum size:

EAP courses are by nature multi-level, and contain students from a wide variety of academic and language backgrounds, including students with severely interrupted schooling and little or no formal experience with school. Such students require more individual attention and feedback than do native speakers of English. It is important that EAP class sizes remain small enough to allow for close monitoring, advising, and intervention.

Instructional Cost Study for program/CIP code (Insert or Attach) (See Research, Planning & Grants Office, Vice President of Finance & Facilities, or Deans Office.): EAP CIP 13.1401

Smaller class size will pay off in the long run with higher rates of retention and completion.

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 Cheiron McMahon Signature  Date: 11/18/18

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director  Date: 11/27/18

Vice President of Student and Academic Affairs Office Use Only

VPSAA (Initial each area) Faculty Credentials Verified Instructional Cost Study Data Verified

Signature of V.P. of Student and Academic Affairs  Date: 12/10/18

Following Shared Governance Approval

Signature of President _____ Date: _____

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Faculty Requestor Name: Cheiron McMahon Current Date: 11/18/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
EAP 0075- English for Intermediate Algebra, 2 credits

New Course Proposed Class Size: ~~15~~ 20 *gs*

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 N/A Semester 2 N/A Semester 3 N/A

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

Effective Semester (circle one): Fall FY20 19 Spring FY20__ Summer FY20__

Rationale for requested class maximum size:

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Printed Name Cheiron McMahon Signature *Cheiron McMahon* Date: 11/18/18

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director *[Signature]* Date: 11/27/18

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Faculty Requestor Name: Cheiron McMahon **Current Date:** 10/12/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
EAP 80, Reading and Oral Communication

New Course Proposed Class Size: _____
Existing Course Current Class Size: 25 **Proposed Class Size:** 15

Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):
Semester 1 N/A Semester 2 N/A Semester 3 N/A

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

Effective Semester (circle one): Fall FY20__ Spring FY20__19 Summer FY20__

Rationale for requested class maximum size:

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Printed Name Cheiron McMahon **Signature**  **Date:** 10/11/18

Printed Name _____ **Signature** _____ **Date:** _____

Printed Name _____ **Signature** _____ **Date:** _____

Printed Name _____ **Signature** _____ **Date:** _____

Printed Name _____ **Signature** _____ **Date:** _____

Signature of Dean/Director  **Date:** 11/2/18

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Signature of V.P. of Student and Academic Affairs  **Date:** 12/10/19

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Faculty Requestor Name: Cheiron McMahonill **Current Date:** 10/12/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
EAP 85, College Writing and Grammar.

New Course Proposed Class Size: 20
Existing Course Current Class Size: 20 **Proposed Class Size:** 15

Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):
 Semester 1 N/A Semester 2 N/A Semester 3 N/A

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

Effective Semester (circle one): Fall FY20__ Spring FY20 19 Summer FY20__

Rationale for requested class maximum size:

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Faculty Requestor Name: Cheiron McMahon **Current Date:** 10/12/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
EAP 90, Advanced Reading and Oral Communication.

New Course Proposed Class Size: ~~20~~ 20gs

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 N/A Semester 2 N/A Semester 3 N/A

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

Effective Semester (circle one): Fall FY20__ Spring FY20 19 Summer FY20__

Rationale for requested class maximum size:

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Faculty Requestor Name: Cheiron McMahon **Current Date:** 10/12/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
EAP 95, Advanced College Writing and Grammar

New Course Proposed Class Size: 20

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 N/A Semester 2 N/A Semester 3 N/A

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

Effective Semester (circle one): Fall FY20__ Spring FY2019 Summer FY20__

Rationale for requested class maximum size:

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Following Shared Governance Approval

Signature of President _____ **Date:** _____

RATIONALE FOR CLASS SIZE OF EAP COURSES

October 22, 2018

Cheiron McMahill

English for Academic Purposes (EAP) courses are by nature multi-level, and contain students from a wide variety of academic and language backgrounds, including students with severely interrupted schooling and/or little or no formal experience with school. Such students require more individualized attention and feedback than do native speakers of English. It is important that EAP class sizes remain small enough to allow for close monitoring, advising, and intervention. Smaller class sizes should be seen as an investment, since they will result in higher rates of retention and completion.

The Conference on College Composition and Communication (CCCC) has issued a position statement on multilingual writers that states, "In classes made up exclusively of second language writers, enrollments should be limited to a maximum of 15 students per class" (see <http://cccc.ncte.org/cccc/resources/positions/secondlangwriting>)

Similar courses (EAP) at St. Cloud Technical and Community College (SCTCC) have been capped at 18. St. Cloud State University (SCSU) caps EAP courses at 15. MSCTC caps ESL courses at 12. The U of M's English as a Second Language (ESL) offers EAP with caps set at 18. Of course, this is a university setting with abundant support services for students, e.g. a writing center with several ELL-trained tutors, stipends and/or course leaves as well as training and professional development for non-ELL instructors teaching content courses paired with CE adjuncts, etc. SCC does not yet offer paired courses and we do not have abundant support services for English Language Learners or instructors working with these students.

For all these reasons, therefore, all EAP courses at SCC should be capped at 15, and courses should be allowed to run with 10 students.