

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: Jay Schmit Current Date: 8/30/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
HVAC 2325 Commercial Packaged Heating and Cooling Units

New Course Proposed Class Size: _____

Existing Course Current Class Size: 25 Proposed Class Size: 16



Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):
Semester 1 7 Semester 2 11 Semester 3 6

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:


There are only four units for students to work on in the lab; having more than four students per unit negatively affects student learning. *See attached for more information.*

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

See attached.

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 Jay Schmit Signature  Date: 8-31-18

Printed Name Todd Huxford Signature  Date: 8-31-18

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director  Date: 8-31-18

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: _____

HVAC 2325

Rational for requested class maximum size:

Typical class max is 25. This course on Packaged Heating and Cooling is offered every term. Students pursuing a degree or diploma have 2-3 shots at taking this class. This course is not offered in the first semester of HVAC/R as there are prerequisite skills needed that are learned in first semester classes. Practically, this course is best taught with 8 attendees (2 per unit) as this allows one student to work on the unit and another to record, then reversing roles. Suggested max is 15 to accommodate larger class size because the course only has 4 pieces of fairly large equipment; even with the students in groups it is difficult to get them through all the labs unless the class size is 15 or under. Allowing this course to be offered more often provides needed flexibility for students to get their LAS classes and this 2 credit course can be put in to help fill a schedule and complete a requirement.

Minnesota State
INSTRUCTION AND ACADEMIC SUPPORT – FY2017 System DATA – February 2018
LOWER DIVISION (LD) BY INSTITUTION

Minnesota State Colleges and Universities
INSTRUCTION AND ACADEMIC SUPPORT – FY2016 System DATA – February 2017
LOWER DIVISION (LD) BY INSTITUTION

(SCC academic support for FY16 = \$812 per FTE)

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

Allocation CIP	Instruction & Academic Support State Appro Expended	Instruction Academic Support State Appro Expended Per FTE	MNSCU Average State Appro Expended Per FTE	Floor (90% of MNSCU Average)	Ceiling (110% of MNSCU Average)	Allocated to program c costs	Revised Highest to lowest	Allocation CIP	CIP Description	LD PVE	Instruction & Academic Support State Appro Expended	Instruction Academic Support State Appro Expended Per FTE	System State Appro Expended Per FTE	Floor (90% of MNSCU Average)	Ceiling (110% of MNSCU Average)	Allocated to program c costs	Revised Highest to lowest	Year to Year change				
																		LD PVE	Instruction & Academic Support State Appro Expended	Instruction Academic Support State Appro Expended Per FTE	System State Appro Expended Per FTE	LD PVE
0101	1,060,186	4,980	4,543	4,449	5,438	0	0	34	0101 Agricultural Business And Management	21,777	1,105,667	5,091	4,906	4,496	5,496	0	48	0.60	\$ 48,921	\$ 211	\$ 51	
0102	1,167	4,159	3,157	3,769	3,976	0	0	34	0102 Agricultural Mechanization	36,53	1,167,855	4,211	4,988	4,417	5,399	7,912	29	2.40	\$ 10,922	\$ 24	\$ 20	
0103	67,923	1,073	3,019	3,071	3,482	0	0	49	0103 Agricultural Production	40,019	1,073,889	3,829	4,113	3,828	4,517	15,144	46	15.60	\$ 15,660	\$ 329	\$ 129	
05	16,035	30,769	2,011	1,911	2,211	19,820	19,820	30	05 Arts/Cultural/General Studies	15,151	30,769,215	2,153	2,153	2,153	2,153	13,444	24	0.70	\$ 15,151	\$ 81	\$ 76	
09	200,726	2,276	2,163	1,947	2,380	0	0	30	09 Communication, Journalism & Related Prog	70,720	174,923	2,105	2,143	2,016	2,087	0	28	0.50	\$ 15,203	\$ 148	\$ 429	
100303	153,819	4,841	4,718	4,446	5,190	0	0	34	100303 Prepress/Desktop Publish& Related Design	30,833	153,784	4,995	5,148	4,633	5,662	0	28	0.30	\$ 11,053	\$ 2	\$ 0	
100304	17,150	4,359	4,359	3,923	4,794	0	0	34	100304 Animation/Interactive Tech/Video Graphic	4,117	35,151	5,556	5,556	6,001	6,112	0	28	0.13	\$ 5,571	\$ 148	\$ 1,188	
1102	101,058	3,631	2,694	2,455	2,964	18,450	18,450	21	1102 Computer Programming	22,277	37,028	4,872	2,747	2,747	3,023	18,450	10	0.50	\$ 13,831	\$ 756	\$ 52	
1106	51,960	4,091	2,700	2,450	2,970	0	0	24	1106 Computer Software & Media Application	10,620	35,028	3,442	2,521	2,269	2,778	18,450	24	0.70	\$ 16,872	\$ 1,750	\$ 1,799	
1109	107,500	3,394	3,028	2,726	3,311	64,031	64,031	21	1109 Computer Systems Networking & Telecomm	21,553	93,671	5,660	4,983	4,485	4,811	64,031	28	0.60	\$ 18,808	\$ 587	\$ 714	
1205	40,470	7,130	4,429	3,986	4,872	44,010	44,010	11	1205 Culinary Arts And Related Services	12,177	132,076	6,481	4,485	4,485	5,431	44,010	25	1.87	\$ 18,949	\$ 11,470	\$ 554	
1501	60,603	5,443	5,689	4,899	5,988	0	0	34	1501 Architectural Engineering Technologies	29,500	115,398	2,982	3,931	3,629	3,225	0	28	1.23	\$ 24,300	\$ 2,511	\$ 2,511	
1502	125,602	4,026	3,689	3,330	4,069	0	0	34	1502 Civil Engineering Technologies	18,300	125,602	3,879	3,800	3,420	4,180	0	28	1.30	\$ 10,200	\$ 1,660	\$ 1,011	
1506	200,679	3,670	3,042	2,788	3,247	17,679	17,679	14	1506 Industrial Production Technologies	23,374	233,724	3,276	3,186	2,868	3,575	0	28	14.57	\$ 33,095	\$ 2,940	\$ 1,444	
16	14,505	2,472	2,248	2,023	2,473	0	0	34	16 Foreign Languages And Literatures	4,800	9,683	2,017	2,444	2,110	2,579	445	46	1.07	\$ 4,822	\$ 1,053	\$ 96	
1616	9,281	1,406	2,444	2,200	2,688	5,236	5,236	51	1616 American Sign Language	6,200	11,705	1,888	2,709	2,438	2,980	3,413	48	0.60	\$ 2,424	\$ 482	\$ 2,65	
1905	4,318	1,234	1,234	1,110	1,357	0	0	34	1905 Family Consumer Science	6,620	10,398	1,625	1,625	1,482	1,787	0	28	2.90	\$ 6,000	\$ 391	\$ 391	
1907	171,823	4,779	2,925	2,632	3,217	0	0	34	1907 Human Develop/Family Studies, Other	60,533	170,672	2,819	3,125	2,812	3,457	0	28	1.43	\$ 1,151	\$ 47	\$ 200	
23	524,275	3,118	2,352	2,099	2,505	19,059	19,059	23	23 English Language And Literature	185,200	487,411	2,632	2,416	2,174	2,657	0	28	17.07	\$ 19,864	\$ 4,685	\$ 84	
24	122,290	3,002	2,249	2,024	2,474	17,631	17,631	19	24 Liberal Arts	20,663	131,558	2,556	2,605	2,455	2,866	13,458	13	1.80	\$ 19,752	\$ 2,654	\$ 356	
26	248,124	3,474	2,233	2,010	2,457	17,631	17,631	23	26 Biological And Biomedical Sciences	75,635	295,405	4,012	2,385	2,146	2,393	17,631	1	2.20	\$ 47,282	\$ 538	\$ 152	
27	465,683	2,712	2,123	1,910	2,335	64,488	64,488	6	27 Mathematics And Statistics	162,777	470,105	2,889	2,188	1,962	2,398	17,631	3	6.97	\$ 4,482	\$ 377	\$ 57	
31	55,981	2,018	2,407	2,167	2,648	4,182	4,182	50	31 Parks, Recreation, Leisure & Fitness	23,800	37,578	2,592	2,269	2,312	2,816	36,981	50	0.40	\$ 16,400	\$ 620	\$ 361	
32	149,278	7,710	2,582	2,254	2,840	0	0	34	32 Music/Bath	45,077	139,212	3,590	2,944	2,600	3,239	17,631	17	0.13	\$ 39,354	\$ 650	\$ 361	
33	148,952	3,722	2,366	2,052	2,515	18,450	18,450	18	33 Philosophy And Religious Studies	48,707	136,745	3,112	2,444	2,174	2,652	18,450	18	13.53	\$ 12,117	\$ 1,341	\$ 131	
4005	64,313	4,787	2,791	2,625	2,520	18,450	18,450	14	4005 Psychology	14,500	77,758	5,183	2,444	2,214	2,706	18,450	8	1.07	\$ 13,444	\$ 575	\$ 169	
42	171,524	2,662	1,806	1,625	1,986	44,148	44,148	12	42 Prehistory	43,723	134,463	3,075	1,877	1,690	2,065	44,148	6	0.20	\$ 70,260	\$ 413	\$ 72	
44	174,623	4,382	2,937	2,643	3,231	44,148	44,148	10	44 Public Administration & Social Service	31,433	184,503	3,327	3,011	2,710	3,312	40,010	26	0.40	\$ 17,260	\$ 1,054	\$ 74	
4506	55,504	2,447	1,820	1,638	2,002	17,631	17,631	33	4506 Economics	29,100	64,781	2,225	2,047	1,842	2,252	0	28	1.80	\$ 19,446	\$ 473	\$ 45	
4507	76,645	2,607	1,820	1,638	2,002	17,631	17,631	23	4507 Geography And Cartography	31,700	90,691	3,000	1,950	1,762	2,154	17,631	13	1.40	\$ 19,446	\$ 473	\$ 45	
4511	58,650	1,652	1,846	1,661	2,011	337	337	48	4511 Sociology	10,877	53,741	4,946	4,631	4,168	5,094	0	27	17.17	\$ 4,889	\$ 530	\$ 190	
4702	139,660	5,290	3,405	3,065	3,746	160,724	160,724	13	4702 Heating, Air Cond, Refrig Maint Tech	31,433	144,609	4,600	3,410	3,069	3,752	160,724	14	5.03	\$ 4,949	\$ 690	\$ 5	
4706	297,525	4,827	4,103	3,692	4,513	18,450	18,450	21	4706 Vehicle Maintenance & Repair Tech	62,100	326,723	5,261	4,351	3,916	4,786	18,450	11	0.47	\$ 29,208	\$ 434	\$ 248	
4805	185,339	6,503	3,408	3,067	3,749	17,631	17,631	3	4805 Precision Metal Working	23,500	132,262	5,628	3,977	3,579	4,375	17,631	23	0.00	\$ 15,077	\$ 879	\$ 569	
480508	117,540	4,447	3,264	2,934	3,591	17,631	17,631	18	480508 Welding Technology/Welder	25,773	109,867	4,269	3,598	3,338	3,958	18,450	23	0.00	\$ 17,631	\$ 1,177	\$ 333	
5007	113,303	2,928	2,872	2,585	3,159	0	0	34	5007 Fine and Studio Art	38,100	137,915	3,620	3,022	2,720	3,325	18,450	20	0.60	\$ 24,611	\$ 692	\$ 151	
510001	175,033	7,313	4,539	4,085	4,993	15,453	15,453	34	510001 Dental Assisting/Assistant	21,500	134,876	6,273	4,776	4,358	5,253	15,453	16	1.43	\$ 40,157	\$ 1,040	\$ 237	
5107	83,577	2,093	2,768	2,492	3,045	15,922	15,922	52	5107 Health And Medical Administrative Sv	37,466	79,993	2,134	3,047	2,742	3,352	22,783	51	0.47	\$ 13,623	\$ 41	\$ 279	
510801	79,222	4,252	4,513	4,062	4,965	0	0	34	510801 Medical/Clinical Assistant	19,300	78,274	4,056	4,615	4,154	5,077	1,891	47	0.67	\$ 1,948	\$ 1,166	\$ 102	
510805	37,706	7,801	5,306	4,775	5,837	18,450	18,450	27	510805 Pharmacy Technician/Assistant	69,200	339,391	4,904	3,855	3,470	4,241	18,450	5	4.83	\$ 13,706	\$ 7,801	\$ 5,306	
510900	326,888	4,978	3,506	3,155	3,856	17,631	17,631	34	510900 Emerg Med Technology/Tech (Paramedic)	25,000	128,609	5,144	4,860	4,374	5,347	0	28	3.47	\$ 12,501	\$ 681	\$ 349	
5110	152,494	4,765	4,837	4,553	5,320	0	0	34	5110 Clinical/Medical Lab Science	47,233	286,706	6,070	5,800	5,230	6,380	0	28	3.27	\$ 24,152	\$ 98	\$ 464	
513001	262,555	5,972	5,336	4,803	5,670	18,450	18,450	28	513001 Registered Nursing/Registered Nurse	8,433	131,024	3,655	4,703	4,233	5,174	18,450	2	4.87	\$ 8,603	\$ 6,277	\$ 89	
513002	133,404	9,278	4,664	4,136	5,111	15,148	15,148	8	513002 Licensed Practical/Voc Nurse Training	21,953	129,759	3,670	3,681	3,313	4,049	17,631	7	0.97	\$ 10,095	\$ 291	\$ 174	
513003	118,665	5,880	3,556	3,201	3,912	18,450	18,450	4	513003 Nursing Assistant & Patient Care Assistant	21,953	129,759	3,670	3,681	3,313	4,049	17,631	7	0.97	\$ 10,095	\$ 291	\$ 174	
513004	118,665	5,880	3,556	3,201	3,912	18,450	18,450	4	513004 Nursing & Related Health Care Support & Assist Sv	21,953	129,759	3,670	3,681	3,313	4,049	17,631	7	0.97	\$ 10,095	\$ 291	\$ 174	
5207	114,078	3,556	2,569	2,460	3,252	18,450	18,450	30	5207 Business Operations & Mgmt Sv	52,120	232,460	4,297	3,387	3,007	3,689	18,450	19	17.53	\$ 84,252	\$ 702	\$ 277	
52077	246,736	5,991	5,392	4,949	5,659	18,450	18,450	1	52077 Entrepreneurial/Small Business Oper	31,700	217,540	6,449	5,165	4,647	5,670	18,450	15	32.73	\$ 84,252	\$ 120,340	\$ 6,831	
5214	138,085	2,989	2,585	2,316	2,843	19,728	19,728	26	5214 Marketing	56,800	156,749	2,760	2,536	2,282	2,790	18,450	15	0.70	\$ 42,338	\$ 1,229	\$ 483	
54	50,965	1,567	2,014	1,813	2,215	6,841	6,841	38	54 History	24,000	74,125	2,612	2,000	1,800	2,200	6,841	19	0.70	\$ 32,129	\$ 45	\$ 143	
Totals and Averages										2,112.10	8,284.00	4,370	3,194	2,874	3,513	1,413.79	118	521.78	\$ 75,479	\$ 3,161	\$ 118	359.676