

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: David Edwards Current Date: 04/03/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
COMM 150, Introduction to Mass Communication

New Course Proposed Class Size: 32

Existing Course Current Class Size: 32 Proposed Class Size: 32

Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):
Semester 1 30 Semester 2 31 Semester 3 32

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

Effective Semester (circle one): Fall FY20 18 Spring FY20__ Summer FY20__

Rationale for requested class maximum size:

No change in class size. This is an existing course, but has changed prefix and numbering.

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

FY17 Communication, Journalism, and Related programming

Band: \$2018-\$2467

SCC avg: \$2195 (in the band)

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 David Edwards Signature David Edwards Date: 04/03/18

Printed Name Tracy Murphy Signature Tracy Murphy Date: 4/11/18

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director [Signature] Date: 4/16/18

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 [Signature] Date: 4/17/18

Following Shared Governance Approval

Signature of President _____ Date: _____

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: Tracy Murphy Current Date: 4/6/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
Comm 190 Special topics in Comm. Studies

New Course Proposed Class Size: 30

Existing Course Current Class Size: NA Proposed Class Size: NA

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 18 ? Spring FY20 _____ Summer FY20 _____

Rationale for requested class maximum size:

Same max as COMM 100 & 120
 which allow presentations much easier
 than 35.

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

Band: \$ 2018 - \$ 2467
 SCC avg: \$ 2195 (in the band)

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 Tracy Murphy Signature Tracy Murphy Date: 4/6/18

Printed Name Dave Edwards Signature Dave Edwards Date: 4/6/18

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director [Signature] Date: 4/16/18

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 Burt Embacher Date: 4/17/18

Following Shared Governance Approval

Signature of President _____ Date: _____