

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: Deborah Selbach Current Date: 3/13/18

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English).
READ 0089, ~~Summer~~ Bridge to Reading

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 _____ Semester 2 _____ Semester 3 _____

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

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

Rationale for requested class maximum size:

This is an intense + fast-paced course, + I need to be able to address each student's individual needs.

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

The Basic Skills CIP code, 320000, lists avg instructional costs of \$2650 - \$3239. SCC's average is \$3560, out of the band. Though this area is out of the band, I believe it is due to travel costs (mileage) rather than instructional costs. Large class sizes are not appropriate for college readiness courses.

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 Deborah Selbach Signature Deborah Selbach Date: 3-13-18

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director [Signature] Date: 4/9/18

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 Barb Embacher Date: 4/11/18

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

[SCE academic support for FY16 = \$42 per FTE]

Allocation CIP	CIP Description	LD FYE	Instruction & Academic Support State Appro Expended	Instruction & Academic Support State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	MnSCU Average State Appro Expended Per FYE	Floor (90% of MnSCU Average)	Ceiling (110% of MnSCU Average)	Allocated to programmatic costs	Ranked from highest to lowest loss	Allocation CIP	CIP Description	LD FYE	Instruction & Academic Support State Appro Expended	Instruction & Academic Support State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	Floor (90% of MnSCU Average)	Ceiling (110% of MnSCU Average)	Allocated to programmatic costs	Ranked from highest to lowest loss	LD FYE	Instruction & Academic Support State Appro Expended	Instruction & Academic Support State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	MnSCU Average State Appro Expended Per FYE	Floor (90% of MnSCU Average)	Ceiling (110% of MnSCU Average)	Allocated to programmatic costs	Ranked from highest to lowest loss	Year to Year change	System Average State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	System Average State Appro Expended Per FYE	Allocated to programmatic costs
32	Basic Skills	\$5,20	149,578	2,710	2,582	2,324	2,840	0	34	32	Basic Skills	53,07	188,912	3,560	2,944	2,650	3,239	17	(2.13)	\$	850	\$	362	(17,048)										

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

[SCE academic support for FY16 = \$812 per FTE]

Allocation CIP	CIP Description	LD FYE	Instruction & Academic Support State Appro Expended	Instruction & Academic Support State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	MnSCU Average State Appro Expended Per FYE	Floor (90% of MnSCU Average)	Ceiling (110% of MnSCU Average)	Allocated to programmatic costs	Ranked from highest to lowest loss	Allocation CIP	CIP Description	LD FYE	Instruction & Academic Support State Appro Expended	Instruction & Academic Support State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	Floor (90% of MnSCU Average)	Ceiling (110% of MnSCU Average)	Allocated to programmatic costs	Ranked from highest to lowest loss	LD FYE	Instruction & Academic Support State Appro Expended	Instruction & Academic Support State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	MnSCU Average State Appro Expended Per FYE	Floor (90% of MnSCU Average)	Ceiling (110% of MnSCU Average)	Allocated to programmatic costs	Ranked from highest to lowest loss	Year to Year change	System Average State Appro Expended Per FYE	Institution Average State Appro Expended Per FYE	System Average State Appro Expended Per FYE	Allocated to programmatic costs
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