

## 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:** Craig Smith **Current Date:** 2/12/2018

**Course Designator, Number, and Title** (i.e.: OTEC, 1820, Business English)  
Welding Fundamentals 1101

**New Course Proposed Class Size:** 12 ~~18~~

**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 18  Spring FY20\_\_  Summer FY20\_\_

**Rationale for requested class maximum size**

Welding Fundamentals is a new class. 12 students would be the limit for a safe environment in our current shop. Until bonding project [18] is done, NM campus class max is 12 due to current space constraints. Upon completion, class max will match FB campus at 18.

**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. FY 17 SEC COST \$4,269 PER FTE  
 FY 16 SEC COST \$4,447 PER FTE  
 FY 15 SEC COST \$3,017 PER FTE

**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 John J. Smith Signature John J. Smith Digitally signed by John J. Smith  
Date: 2018.02.12 11:38:35 -0600 Date: 2/12/2018

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean/Director [Signature] Date: 3-21-18

*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: 2/12/18

*Following Shared Governance Approval*

Signature of President \_\_\_\_\_ Date: \_\_\_\_\_

Program

Welding

FY 11 SCC Cost per FYE  
(Blank)

FY 12 SCC Cost per FYE  
(Blank)

FY 13 SCC Cost per FYE  
\$477

FY 14 SCC Cost per FYE  
\$5,898

FY 15 SCC Cost per FYE  
\$3,017

FY 16 SCC Cost per FYE  
\$4,447

Measure ● Minn State Ave. Cost per FYE ● Minn State Band - Lower ● Minn State Band - Upper ◆ SCC Cost per FYE

PREVIOUS START-UP COST

WELD SUPPLY (EQT COST)

EXPENSE POSITIVE

