

### 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: Stacy Hohenstein Current Date: 1/18/2017

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)  
PHLE 1400, Introduction to Phlebotomy

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 FY2017 Spring FY20\_\_ Summer FY20\_\_

**Rationale for requested class maximum size:**

The class max for the PHLE courses is currently 20. Due to the nature of the labs - drawing blood and working with instrumentation - it is a safety concern for students and the instructor.

*Note: Program Portfolio combines Phleb & MLT programs*  
 Instructional Cost Study for program/CIP code (Insert or Attach) (See Research, Planning & Grants Office, Vice-President of Finance & Facilities, or Deans Office):  
 CIP - 511009 *2016 all FYE = 27.30 down from 2015 FYE = 27.53 + 2014 FYE = 28.37*  
*2016 seats filled 55.9, down from 2015 63.1*  
*FY15 SCC Less than MnSCU upper band by 746.00*  
*FY15 More MnSCU lower band by \$200*  
*FY15 Less MnSCU Cost per FYE by 332.00*

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 Stacy Hohenstein Signature Stacy Hohenstein Date: \_\_\_\_\_  
Digitally signed by Stacy Hohenstein Date: 2017.01.18 15:08:40 -0600  
 Printed Name Cathy Smesrud Signature Cathy Smesrud Date: 3-3-17  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean/Director Nicholas Bruman Date: 3-3-17

*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: 3-13-17

*Following Shared Governance Approval*

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

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Faculty Requestor Name: Stacy Hohenstein Current Date: 1/18/2017

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)  
PHLE 1450, Phlebotomy Skills

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 FY2017 Spring FY20\_\_ Summer FY20\_\_

**Rationale for requested class maximum size:**

The class max for the PHLE courses is currently 20. Due to the nature of the labs - drawing blood and working with instrumentation - it is a safety concern for the students and the instructor.

*Note: Program Portfolio information combines Phleb & MDLT*  
 Instructional Cost Study for program/CIP code (Insert or Attach) (See Research, Planning & Grants Office, Vice President of Finance & Facilities, or Deans Office.):  
 CIP - 511009 *2012 all FYE: 27.30, down from 2015 FYE: 27.53 + 2014 FYE: 28.37*  
*2016 seats filled 55.9, down from 2015: 63.1*  
*FY 15 SCC Less MnSCU upper band by 746.00* *FY 15 less MnSCU cost per FYE by 332.00*  
*FY 15 More MnSCU lower band by 82.00*

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)

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

Signature of Dean/Director Andrew G. Brumman Date: 2.3.17

*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: 3-13-17

*Following Shared Governance Approval*

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

### Class Maximum Request Form

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Faculty Requestor Name: Stacy Hohenstein Current Date: 1/18/2017

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)  
PHLE 1500, Phlebotomy Internship

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 17 Spring FY20 \_\_\_\_\_ Summer FY20 \_\_\_\_\_

**Rationale for requested class maximum size:**

The class max for the PHLE courses is currently 20. Due to the nature of the labs - drawing blood and working with instrumentation - it is a safety concern for the students and the instructor.

*Note Program Portfolio information combines Phlebotomy & MLT*

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

CIP - 511009 *2016 all FYE: 27.30, down from 2015 FYE: 27.53 & 2014 FYE: 28.37*  
*2016 Seats filled 55.9, down from 2015 63.1*  
*FY 15 SCC Less MnSCH upper band by ~~756~~ \$746.00* *FY 15 Less MnSCH Cost per FYE by 332.00*  
*FY 15 More MnSCH lower band by 82.00*

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)

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

Signature of Dean/Director *Nichole Stouman* Date: 3.3.17

*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 *M. J. ...* Date: 3-13-17

*Following Shared Governance Approval*

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