

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: Becky Davis **Current Date:** _____

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
ENGL 230: Creative Writing

New Course Proposed Class Size: 25

Existing Course Current Class Size: _____ **Proposed Class Size:** 25

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 16 Summer FY20

Rationale for requested class maximum size

A review of MnSCU creative writing and screen writing courses was completed. In that review, it was noted that most courses offered in creative writing and/or those with a screen writing type focus have a class enrollment maximum of 20-30. However, the class size of 25 was noted at most other institutions.

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

In FY2015, the MnSCU instructional cost average for the English and Literature department was between the band of \$1,449 to \$1771 while South Centrals' institutional average in this department was \$2,253--essentially out of 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 <u>Kirstin Cron-Mills</u>	Signature 	Date: <u>2-4-16</u>
Printed Name <u>Connie Miller</u>	Signature <u>Scery #2</u>	Date: <u>2-8-16</u>
Printed Name <u>Ray Schmidt</u>	Signature 	Date: <u>2-4-16</u>
Printed Name <u>Cassandra LeBairon</u>	Signature 	Date: <u>2-9-16</u>
Printed Name <u>Amy Magnus</u>	Signature 	Date: <u>2-1-16</u>
Signature of Dean/Director 		Date: <u>2/5/16</u>

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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: 3-18-16

Following Shared Governance Approval

Signature of President _____ Date: _____

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Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
ENGL 230: Creative Writing

New Course Proposed Class Size: 25

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

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 FY2016 Summer FY20__

Rationale for requested class maximum size

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Printed Name <u>Becky Davis</u>	Signature <u>[Signature]</u>	Date: <u>4/15/16</u>
Printed Name <u>Connie Miller</u>	Signature <u>[Signature]</u>	Date: <u>2/8/16</u>
Printed Name <u>Cassandra Labra</u>	Signature <u>[Signature]</u>	Date: <u>4/21/16</u>
Printed Name <u>Amy Magnus</u>	Signature <u>[Signature]</u>	Date: <u>4/21/16</u>
Printed Name _____	Signature _____	Date: _____
Signature of Dean/Director <u>[Signature]</u>	Date: <u>2/5/16</u>	

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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: _____

Following Shared Governance Approval

Signature of President _____ Date: _____

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Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
ENGL 230: Creative Writing

New Course Proposed Class Size: 25

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

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 16 Summer FY20

Rationale for requested class maximum size

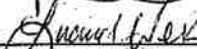
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Printed Name John Reinhard Signature  Date: 2/4/16

Printed Name Lucinda Wells Signature  Date: 2.4.16

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director  Date: 2/5/16

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: _____

Following Shared Governance Approval

Signature of President _____ Date: _____