

**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: 10/2/15

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)  
HUM 130 China: Cultural Tradition & Change

New Course Proposed Class Size: 35

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  Spring FY20 16  Summer FY20

**Rationale for requested class maximum size**

Number selected to maintain consistency with other humanities courses currently offered at SCC. Course sizes across misc range from 24-30, however. In order to maintain consistency at SCC, 35 should work well.

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

Hum does not have an instructional CIP therefore, UAS was used. With an average of \$4,256 in FY 2015, this courses larger class size of 35 is needed.

**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 [Signature] Date: 10/2/15

Printed Name KIRSTIN CRONK-MILLS Signature [Signature] Date: \_\_\_\_\_

Printed Name Ray Schmidt Signature [Signature] Date: 12 OCT 2015

Printed Name Karen Snay Signature [Signature] Date: 10-13-15

Printed Name Amy Magnus Signature [Signature] Date: 10-13-15

Signature of Dean/Director [Signature] Date: 2/9/16

Continued on 2nd sheet

**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: 4-22-16

**Following Shared Governance Approval**

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

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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: 10-5-15

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)  
HUM 130 China: Cultural Trad. + change

New Course Proposed Class Size: 25

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 FY2016  Spring FY2016  Summer FY20

Rationale for requested class maximum size

[Empty box for rationale]

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

[Empty box for instructional cost study]

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 L. Selbach Date: 10/28/15

Printed Name Connie Miller Signature Connie Miller Date: 10/28/15

Printed Name Becky Davis Signature Becky Davis Date: 10-28-15

Printed Name Lori Hood Signature Lori Hood Date: 10/31/15

Printed Name Cassandra Haberman Signature Cassandra Haberman Date: 10/28/15

Signature of Dean/Director [Signature] Date: 2/9/16

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: \_\_\_\_\_

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Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)  
HUM 130 China: Cultural tradition + change

New Course Proposed Class Size: 35

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

Rationale for requested class maximum size

Number selected to maintain consistency with other humanities courses

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

\_\_\_\_\_

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 Reinhard Signature [Signature] Date: 11/02/15

Printed Name Lucinda Wells Signature [Signature] Date: 10/02/15

Printed Name Dave Edwards Signature [Signature] Date: 10/29/15

Printed Name Lucinda Wells Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Dean/Director [Signature] Date: 2/9/16

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: \_\_\_\_\_

## Class Maximum Change Request

Faculty Signatures (All full/part-time unlimited faculty credentialed to teach the course):

Printed Name: Karin McLaughlin Signature: Karin McLaughlin Date: 4/21/16

Printed Name: Diann Marten Signature: Diann Marten Date: 4/21/16

Printed Name: Wes Truon Signature: [Signature] Date: 4/21/16

Printed Name: Kurt Dershem Signature: [Signature] Date: 4/21/16

Printed Name: Deb Salmon Signature: Deb Salmon Date: 4-22-16

Printed Name: Gale Bigbee Signature: Gale A. Bigbee Date: 4-22-16

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

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

## Mary Hutchens

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**From:** Judy Shultz  
**Sent:** Thursday, April 21, 2016 1:39 PM  
**To:** Mary Hutchens  
**Subject:** FW: QUICK RESPONSE PLEASE: Class Max form for HUM 130 - needs signatures

**From:** Ramona Beiswanger  
**Sent:** Thursday, April 21, 2016 1:17 PM  
**To:** Susan Tarnowski <Susan.Tarnowski@southcentral.edu>; Tracy Murphy <Tracy.Murphy@southcentral.edu>; Judy Shultz <Judy.Shultz@southcentral.edu>  
**Cc:** Kurt Dershem <Kurt.Dershem@southcentral.edu>; Diann Marten <diann.marten@southcentral.edu>; Deb Salmon <debra.salmon@southcentral.edu>; Gale Bigbee <Gale.Bigbee@southcentral.edu>; Wes Taylor <Wes.Taylor@southcentral.edu>; Kevin McLaughlin <Kevin.McLaughlin@southcentral.edu>  
**Subject:** RE: QUICK RESPONSE PLEASE: Class Max form for HUM 130 - needs signatures

Here is my electronic "OK".

**From:** Susan Tarnowski  
**Sent:** Thursday, April 21, 2016 10:48 AM  
**To:** Tracy Murphy <Tracy.Murphy@southcentral.edu>; Judy Shultz <Judy.Shultz@southcentral.edu>  
**Cc:** Kurt Dershem <Kurt.Dershem@southcentral.edu>; Diann Marten <diann.marten@southcentral.edu>; Deb Salmon <debra.salmon@southcentral.edu>; Gale Bigbee <Gale.Bigbee@southcentral.edu>; Wes Taylor <Wes.Taylor@southcentral.edu>; Kevin McLaughlin <Kevin.McLaughlin@southcentral.edu>; Ramona Beiswanger <Ramona.Beiswanger@southcentral.edu>  
**Subject:** QUICK RESPONSE PLEASE: Class Max form for HUM 130 - needs signatures  
**Importance:** High

**Colleagues:**

**Shared Governance clarified language for class max signature in disciplines for which SCC had no credentialed faculty.**

*All Unlimited Full-time and Unlimited Part-time faculty members with the appropriate MnSCU credential to teach the proposed course and the academic dean must sign this form. It is the responsibility of the faculty proposing the course class max to secure all required signatures.*

*a. For courses with no Unlimited Full-time and Unlimited Part-time faculty members in the Discipline, the appropriate Department Chair(s) must sign the form along with all the Unlimited Full-Time and Unlimited Part-Time faculty from the Division in which the Discipline belongs. In the case of a course from LAS this will include all four LAS Department Chairs and all the Unlimited Full-Time and Unlimited Part-Time faculty from the Division in which the Discipline belongs.*

**One new class max submission – HUM 130 China: Cultural Tradition and Change – therefore needs additional signatures.**

**The submission needs the signatures of all four LAS Chairs and the UFT from the Humanities disciplinary area.**

**Would the following people come to Mary's office today to sign the form:**

**Kurt Dersham**