

Maximum Class Size Procedure

The MSCF Master Agreement MnSCU (2007-2009) Article 11 (Work Assignments), Section 1. (All Teaching Faculty Workload Provisions), Subd. 10. (Class Size) states *“The administration at each college shall establish, through shared governance council, a regulation that sets a reasonable maximum class size for all instruction at the college. Once the regulation is established any change must be considered through the shared governance council at least one (1) semester in advance. There will be no intentional enrollment beyond the maximum class size unless agreed to by the MSCF and the administration. Under exceptional circumstances as determined by the affected faculty member, an instructor may admit two (2) additional students per section.”*

South Central College’s procedure for initial class maximum for each course begins at the department level with consensus among all Unlimited Full-time and **Unlimited** Part-time faculty members, in collaboration with the instructional dean. When courses are submitted to the Curriculum Committee for approval, course maximum information should be provided on the **New Course or Course Change Proposal Form (Appendix A — Curriculum Committee)**. All Unlimited Full-time and **Unlimited** Part-time faculty members, and the instructional dean should sign this form.

The Vice President for Academic Affairs will forward this signed New Course or Course Change Proposal Form (Appendix A — Curriculum Committee) to Shared Governance Council for discussion and vote at the next Shared Governance meeting. Maximum Class Size discussion is NOT the responsibility of the Curriculum Committee.

For courses with no Unlimited Full-time and **Unlimited** Part-time faculty members (such as Painting, Drawing, Spanish, etc.), Unlimited Full-time and **Unlimited** Part-time faculty members from the particular division shall work with the instructional dean for course maximum.

In the case of disagreement over course maximum with Unlimited Full-time and **Unlimited** Part-time faculty members and the instructional dean, the form should reflect the Class maximum number of **each** faculty (with signatures) and the maximum **class** number of the instructional dean (with signature).