Policy Name: Course Cap Identification/Revision

Purpose
Process for the assignment and/or revisions of course caps.

Definitions
Course Cap A regulation that sets a reasonable maximum class size for all instruction at the college.

AASC Academic Affairs Standards Council to which management and faculty bring all proposals regarding academic affairs and standards.

SGC Shared Governance Council established to make recommendations to the College on the personnel, student affairs, facilities, fiscal matters and general matters.

Procedure Guidelines
1. Once a course is approved by AASC, faculty, in collaboration with their Dean, will recommend a course cap and submit it to the Chief Academic Officer.
2. The Chief Academic Officer will place it on Dean’s agenda for discussion.
3. The Chief Academic Officer will forward Dean/faculty recommendations to Shared Governance Council.
4. New and/or revised course caps will be posted to comprehensive list located on the intranet.

Responsibility
Chief Academic Officer Responsible to maintain a comprehensive course cap list and update the intranet as needed.

Faculty Responsible to initiate a revision and communicate with peers prior to recommending a course cap to AASC.

Academic Deans Responsible to communicate with faculty, adhere to course cap guiding principles and to collaborate and consider college-wide implications for course caps.

President Responsible for final decision.

References
Guiding Principles-Courses that are primarily science lecture with two labs – cap of 48 (lab cap of 24)
• Unless otherwise specified, labs will typically be ½ the size of general lecture classes (e.g. a lecture of 48 would break into two labs of 24; a lecture of 40 would break into two labs of 20.)
• Courses that are primarily lecture with discussion – cap of 40
• Courses that are primarily lecture with demonstration – cap of 30
• Math (non-developmental) – cap of 35
• Courses that are primarily skill-based with application – cap of 25
• Developmental courses – cap of 25
• Internships – cap of 20
• Courses addressing the English language barrier – cap of 20
• Exceptions to these guidelines could include: safety, accreditation requirements

Master Agreement Between Minnesota State Colleges and Universities (MnSCU) Board of Trustees and Minnesota State College Faculty (MSCF)

AASC Course Modification form

Steward: Chief Academic Officer
Approval Date: March 2008
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