

Yuba Community College District
Course Cap Maximum Form – *New and Off-Rotation Cycle Courses*

College: Woodland Community College Yuba College

Course (number and title): _____

 New Course Existing Course If existing, present maximum: _____

Proposed class maximum: _____

Brief rationale:

Faculty or Dean Originator

- 1) Form submitted to Division Office on: _____ (process to be completed within 60 days)

- 2) Consultation/meeting held with initiating department on _____.
 Class maximum of _____ recommended via consultation/meeting.

- 3) Consultation held with faculty from “sister college” department on _____.
 Class maximum of _____ recommended via consultation/meeting.

- 4) Scheduling Deans meeting held on _____.
 Districtwide class maximum set at _____.

Brief rationale:

Dean Yuba College

Dean Woodland Community College

Process completed on: _____.

Form forwarded to Vice Chancellor of Education and Planning on _____.

Input into Colleague on _____.

INSTRUCTIONS ON COMPLETING THE FORM

WHEN SHOULD THIS FORM BE COMPLETED?

- Complete this form for all new courses to establish the course cap for new course curriculum.
- The form should be completed for existing courses if the class maximum is being changed off-cycle from the normal rotational update.

HOW SHOULD THIS FORM BE COMPLETED?

New course/Existing course: Select one

Brief rationale: Explain how you have arrived at the class maximum. For example, pedagogical reasons, department norm, lab capacity limitations, safety considerations etc. Consider attaching course cap data for the same course at other community colleges.

Signatures: All signatures are required

Implementation Timeline: The review will typically occur during the fall semester and be completed by December 15th.

All course caps will be updated in Colleague during the spring semester and the course caps will be effective for the upcoming fall semester.

FAYCCD CBA ARTICLE 9.2:

This article applies to all modes of instruction.

9.2 The appropriate scheduling Deans or administrators and departmental faculty shall mutually consult upon the appropriate course caps for specific classes, and mode of delivery. After such consultation, the scheduling Deans shall meet and determine District-wide class sizes, taking recommendations and rationale of departmental faculty into consideration.

For classes offered in multiple modalities (for example, face-to-face or television or online), each modality may have a different course cap that is set. A course cap shall not be set without consultation with district-wide departmental faculty.