

Course Capacity & Combo Course Document Fall 2024 – Version 4, Final

<u>Tier X</u>	<u>Tier I Range: 22-24</u>	<u>Tier II Range: 25-27</u>	<u>Tier III Range: 30-32</u>	<u>Combo Courses</u>																											
Variable cap for in-person sections with restrictions as defined in #3.	<ul style="list-style-type: none"> Scheduling Dept. will set the course capacities at 22. Scheduling Department can adjust course capacities not to exceed 24. 	<ul style="list-style-type: none"> Scheduling Dept. will set the course capacities at 25. Scheduling Department can adjust course capacities not to exceed 27. 	<ul style="list-style-type: none"> Scheduling Dept. will set the course capacities at 30. Scheduling Department can adjust course capacities not to exceed 32. 	Definition: the cross-listing of two courses that are taught F2F and online asynchronous.																											
	Capacity Increase Compensation	Capacity Increase Compensation	Capacity Increase Compensation	Compensation																											
	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">25-27</td><td style="padding: 2px;">=</td><td style="padding: 2px;">.5 load</td></tr> <tr><td style="padding: 2px;">28-30</td><td style="padding: 2px;">=</td><td style="padding: 2px;">1 load</td></tr> </table>	25-27	=	.5 load	28-30	=	1 load	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">28-30</td><td style="padding: 2px;">=</td><td style="padding: 2px;">.5 load</td></tr> <tr><td style="padding: 2px;">31-33</td><td style="padding: 2px;">=</td><td style="padding: 2px;">1 load</td></tr> </table>	28-30	=	.5 load	31-33	=	1 load	<table border="1" style="margin: auto;"> <tr><td style="padding: 2px;">33-36</td><td style="padding: 2px;">=</td><td style="padding: 2px;">.5 load</td></tr> <tr><td style="padding: 2px;">37-40</td><td style="padding: 2px;">=</td><td style="padding: 2px;">1 load</td></tr> </table>	33-36	=	.5 load	37-40	=	1 load	By Tier, shown in lower tables. Because of the extra work involved in creating two modalities, combo courses earn 1 additional load hour.									
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	Combo Course Compensation 3 load hour combo example	Combo Course Compensation 3 load hour combo example	Combo Course Compensation 3 load hour combo example	Instructors may also earn additional load if they go above the cap for that course's Tier.																											
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1. **Capacity increases:** All course capacity adjustments above the range must be with consent of the assigned faculty member and after available load capacity has been confirmed by their respective supervisor. The adjustments will be to the top cap of 1 additional load (30 for Tier I, 33 for Tier II and 40 for Tier III).
2. Course capacities above the range will be compensated based on enrollment at the end of the Drop/Add period.
3. **Tier X:** Classes which are restricted by lab size, safety issues, equipment availability, or the requirements of accreditation agencies. This tier only applies to in-person sections of these classes and can either be course specific or discipline specific depending on the discipline. These are approved by the Provost or VP of Workforce Development and Health Sciences.
4. **Course tier placement** into Tier I, II, or III will be discipline specific (not course specific) with input and recommendation from the faculty and respective supervisor and approval by the Provost or VP of Workforce Development and Health Sciences. Exceptions may be made based on room size and discipline content.
5. **Combo courses definition:** A combo course is the cross-listing of two courses that are taught face-to-face and online asynchronous. The offering of combo courses shall be agreed to by the faculty, their respective supervisor, and the Scheduling Department before being implemented.
6. **Splitting sections:** If a section fills to the increased cap (30 for Tier I, 33 for Tier II, and 40 for Tier III) at least one week before the course begins then the class will be split (if there is an instructor available for the additional section). If a course is not split but the assigned Faculty consents to raise the capacity beyond the range after the deadline, they will receive compensation equivalent to the course being split if the final enrollment at the end of the drop/add period remains beyond the range.

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Purpose: To provide consistency in setting course capacities and to provide reasonable compensation to faculty while being able to respond effectively to student need. The range is intended to allow flexibility to adjust course caps quickly based on student need and to spread the enrollment out amongst all sections. The annual review ensures greater consistency for effective class caps and accurate pay for faculty workload.

Scheduling Department:

- Will work with the respective department supervisor early in the registration process if it appears that an additional section is needed so that it can be determined if staffing is available to add a new section.
- Will send out a request to the assigned faculty and their respective supervisor when a class approaches or reaches capacity to ask if they would be willing to adjust capacity beyond the range to accommodate student need and capture additional enrollment. The supervisor is responsible for confirming additional load availability for the full-time or adjunct faculty member. If a section is unassigned, the request is sent to the department supervisor.
- Will work with the respective supervisor and any concerned faculty member during meetings that involve decisions of course cancellations. If needed, final determinations will be made by the Provost or VP of Workforce Development and Health Science or their designee.

Divisions:

- Each Fall semester the Academic Deans and their respective faculty will work with the Provost, and VP of Workforce Development and Health Sciences to determine which in-person classes need to be included in Tier X and determine the capacity for those classes.
- Each Fall semester the Academic Deans and their respective faculty will work with the Provost, and VP of Workforce Development and Health Sciences to determine which disciplines will be in Tier I, Tier II and Tier III. The Tier applies to all online classes within that discipline and all in-person sections that are not in Tier X.
- Each Fall semester the Academic Deans and their respective faculty will work with the Provost, and VP of Workforce Development and Health Sciences to determine the Tier for new courses before they are scheduled using the Tier for that discipline. If a new course will be in Tier X, then use the procedure in the top bullet above.
- Each Associate Vice President, Academic Dean, and/or Associate Dean, in addition to Faculty Senate, will keep record of all course capacities for the divisions so it can be accessed when needed.
- Each Associate Vice President, Academic Dean, and/or Associate Dean will inform faculty about this document and that caps may be adjusted without consent within the range specified. Inform them that they will be contacted before caps are raised beyond the specified range and that they can either consent to the increase or not.

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We agree to use this document for setting and adjusting course capacities and for determining class load beginning in the Summer semester. This signed document will be stored on the FA Canvas site and on the Office of Instructional Support site. This document will be reviewed each Fall semester and updated as needed by the end of February each Spring Semester for final approval by the Provost, VP of Workforce Development and Health Sciences, and the Faculty Senate President. Once approved, it will be used by the Scheduling Department and the Office of Instructional Support.

Faculty Association President Date

_____**Doug Berry**_____
Provost Date

VP of Workforce Development and Health Sciences Date