



Class Capacity Determination Form

Overview:

The purpose of this form is for codifying the maximum class capacity in a given course. Relevant factors include both maximizing the learning environment to promote student success as well as maintaining the responsible balance of District resources, including human resources.

The class capacity of every course is the same regardless of teaching modality (i.e., face-to-face, hybrid, or online) as stated in Article 37.8 (Class Size and Load) of the YFA Contract and Title 5, section 55208(b).

Date: _____

College: Columbia MJC (NOTE: Be sure to check with the other college if the same course is offered)

Division: _____ Discipline: _____

This form is being used for: a single course multiple courses falling into a similar category (e.g., performance, lab, clinical, traditional lecture, etc.)

_____ List category above for multiple courses

List ALL course prefixes and numbers for this course, regardless of college and/or cross-listing: _____

List ALL course names for this course, regardless of college and/or cross-listing: _____

Course Outline of Record: Lecture Hours _____ Lab Hours _____

Teaching Modality (check ALL that apply): Face-to-face Hybrid Online

Class Size Work Group Members: _____

Note: The class capacity for this course is determined to be _____ students, regardless of teaching modality.

Below are justifications that provide the rationale for the class capacity of this course, based on: (1) mandate or regulation (a reference source must be provided); (2) safety (review criteria on the next page); and/or (3) pedagogy (review criteria on the next page).

(REVIEW CRITERIA ON NEXT PAGE)

Stay informed. Stay engaged. Stay united.

Class Capacity Work Groups have four (4) members. Two (2) faculty and two (2) administrators.

Class capacity is based on a single course section (i.e., not doubles, triples, etc.)