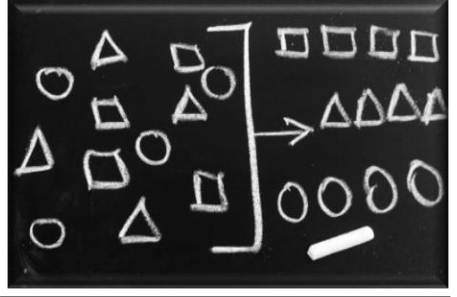
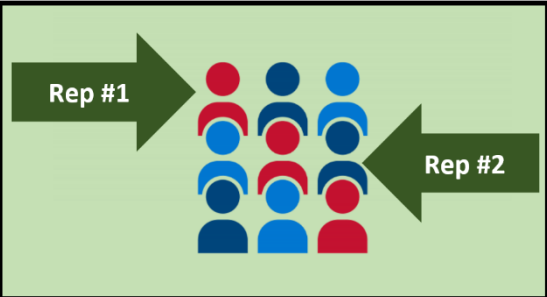


1. Collectively with your colleagues at both colleges, list all courses you offer.

2. In your list, identify existing class capacities, success rates, and other useful information.

3. Talk with colleagues in your discipline at both colleges to determine the "faculty position" on each class capacity.



4. Choose two faculty representatives to serve on the Class Capacity Work Group for your discipline. Ideally, one should come from each college.

5. Schedule a meeting with your Dean. Ask who will be the other administrator on your Work Group.

6. Group similar courses into the same category and determine the class capacity for that category.



7. Upon reaching agreement with your 4-person work group, complete the fillable PDF and submit to your YFA Rep.

8. The YFA Rep will forward all received PDFs of completed forms to the YFA Office.

*Stay informed. Stay engaged. Stay united.*