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PCCD COUNTERPROPOSAL #3 - 7/22/19
ARTICLE 8 - COURSE MAXIMUMS AND COURSE MINIMUMS

8.1 Maximum Class Size

8.1.1 The maximum class size for each course shall be the smaller of the maximum capacity of the classroom (or other facility) or the enrollment cap established in the Master Course List (published on the Palomar College Instructional website at <http://www.palomar.edu/Instruction/>, which is incorporated herein by reference as though fully set forth in this Article of the Agreement. ~~A copy of the Master Course List shall be retained in each academic department and shall be available to all faculty members.~~

8.1.2 All new courses or revisions to the Master Course List must be submitted to the PFF's and/or District's lead negotiator by the first Monday of ~~November~~ February of each Academic year. Any changes to the course maximums will then be negotiated. Requests for revisions received after that date will be negotiated during the following school year.

8.1.3 Commencing January 1, 2016 the online course maximums will equal the in-person course maximums specified in Article 8.1.1. be 42 or the in-person course maximum, whichever is lower.

8.1.4 The District shall update the Master Course List annually.

8.1.5 Class enrollments in a particular facility shall not exceed the maximum occupancy established by state or local fire codes.

8.1.5.1 Course caps may be superseded by room caps depending on the scheduling needs of particular departments and courses, but the course cap will not be exceeded, regardless of room size.

8.1.6 Faculty members may accept additional students ~~(beyond the established maximum.) by issuing enrollment permission codes or "add" slips.~~ Faculty members shall not be coerced, pressured or induced to accept students beyond the established maximum enrollment.

8.2 Minimum Class Size

The minimum class size for all course sections shall be twenty (20) students. ~~48% of the course cap 47.5% of the course cap or twenty-eight (28) students (whichever is lower).~~ Any course section with an enrollment of fewer than 10 students ~~25% of the course cap 23% of the course cap or 140 students (whichever is lower)~~ two weeks prior to the first day of class, or an enrollment of

fewer than 20 students one week before the first day of class, may be cancelled. ~~36% or 15 students (whichever is lower) one week before the first week of class may be cancelled. A class with at least 36% of the course cap or 15 students or more will be allowed to meet the first class session, but it may be cancelled if it does not reach at least 50% 47.5% of the course cap or 20 students (whichever is lower) within 48 hours from the start time of that class. or an enrollment of fewer than 47.5% of the course cap or 20 students one week before the first day of class, may be cancelled. Freezing of enrollment may only occur if the class does not meet the minimums stated above. A class may be cancelled or frozen prior to the two-week period only if the appropriate Dean and Department Chair/discipline faculty scheduler (who will be responsible for consulting with the discipline faculty scheduler, if applicable) are in agreement. However, classes with smaller enrollments may be offered for any of the following reasons:~~

- 8.2.1 There is only one (1) section of the class offered during the academic year and the course is required for transfer, an associate of arts degree or a certificate.
- 8.2.2 The smaller enrollment is required by law or the accrediting organization for that program.
- 8.2.3 Traditionally, the class has been combined with other related courses and the combined enrollment meets or exceeds ~~50% of the course cap. 47.5% of the course cap or twenty-eight (280) students.~~
- 8.2.4 The class is experimental or is being offered for the first time.
- 8.2.5 The available facilities cannot reasonably accommodate ~~50% of the course cap. 47.5% of the course cap or twenty-eight (280) students.~~
- 8.2.6 The cost for offering the class is covered by contract or other non-public funds.
- 8.2.7 The Vice President for Instruction finds that special circumstances warrant an enrollment below ~~50% of the course cap. 47.5% of the course cap or twenty-eight (280) students.~~