

**District Counterproposal #2 1/11/23**

**ARTICLE 8 - COURSE MAXIMUMS**

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 negotiated Master Primary Course Cap 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.
- 8.1.2 All new courses or revisions to the Master Primary Course Cap List must be submitted to the PFF's and/or District's lead negotiator online Course Change Form by the first third Monday of February of each Academic year. Notification of the availability and deadlines for the Course Change Form will be emailed to all permanent faculty, deans and vice presidents by both PFF and the District ahead of the deadline. Any changes to the course maximums will then be negotiated and will take effect during the soonest semester following negotiations prior to enrollment. Requests for revisions received after that date will be negotiated during the following school/academic 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 Primary Course Cap 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- 8.1.5.1 Course caps may be superseded by room caps depending on the scheduling needs of particular departments and courses, but the course cap will not be exceeded, regardless of room size.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. 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 47.5% of the course cap or twenty (20) students or the enrollment maximum (whichever is lower). Any course section with an enrollment of fewer than 23% of the course cap or 10 students or the enrollment maximum (whichever is lower) two weeks prior to the first day of class, or an enrollment of 36% or 15 students (whichever is lower) fewer than 20 students or the enrollment maximum (whichever is lower) one week before the first day of class, may be canceled. 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 canceled if it does not reach at least 47.5% of the course cap or 20 students or the enrollment maximum (whichever is lower) following the second class meeting within 72 hours of the start time of that class.

The minimum class size for courses will be determined using the table below. Class sections that do not meet the minimum class size as indicated below may be canceled.

Class Cap	Minimum Class Size	Minimum Class Size Two Weeks Prior to Start	Minimum Class Size One Week Prior to Start *
30 or higher	20	10	15
20-29	16	8	12
19 or below	12	6	9

\*Class sections that meet this minimum class size will be allowed to meet the first class session but may be canceled if enrollment does not reach the minimum class size within 72 hours of the start date of the class.

Freezing of enrollment may only occur if the class does not meet the minimums stated above and with prompt notification to the Department Chair. A class may be canceled or frozen prior to the two-week period only if the appropriate Dean and Department Chair (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 ~~47.5% of the course cap or twenty (20) students the minimum class size indicated above.~~

8.2.4 The class is experimental or is being offered for the first time.

8.2.5 The available facilities cannot reasonably accommodate ~~twenty (20) students the minimum class size indicated above.~~

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 or relevant Vice President or designee~~ finds that special circumstances warrant an enrollment below ~~47.5% of the course cap or twenty (20) students the minimum class size indicated above.~~












# ARTICLE 8 - COURSE MAXIMUMS\_TA


Final Audit Report


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