

## Course Capacity & Combo Course Document Fall 2021-Spring 2022

*2/25/21 updated version from B&C*

*3/8/2021 updated version from Academic Affairs*

<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>																																																																																	
<p>Hard cap set by faculty and respective supervisor based on criteria defined in #3.</p>	<ul style="list-style-type: none"> <li>Scheduling Dept. will set the course capacities at 22.</li> <li>Scheduling Department can adjust course capacities not to exceed 24.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduling Dept. will set the course capacities at 25.</li> <li>Scheduling Department can adjust course capacities not to exceed 27.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduling Dept. will set the course capacities at 30.</li> <li>Scheduling Department can adjust course capacities not to exceed 32.</li> </ul>	<p>Definition: the cross-listing of two courses that are taught F2F and online asynchronous.</p>																																																																																	
	<p><b>Capacity Increase Compensation</b></p> <table border="1" style="margin: auto;"> <tr><td style="text-align: center;">25</td><td style="text-align: center;">=</td><td style="text-align: center;">.25 load</td></tr> <tr><td style="text-align: center;">26-27</td><td style="text-align: center;">=</td><td style="text-align: center;">.5 load</td></tr> <tr><td style="text-align: center;">28-29</td><td style="text-align: center;">=</td><td style="text-align: center;">.75 load</td></tr> <tr><td style="text-align: center;">30-31</td><td style="text-align: center;">=</td><td style="text-align: center;">1 load</td></tr> </table> <p><b>Combo Course Compensation</b> 3 load hour combo</p> <table border="1" style="margin: auto;"> <tr><td style="text-align: center;">Up to 24 students</td><td style="text-align: center;">=</td><td style="text-align: center;">4 load</td></tr> <tr><td style="text-align: center;">25</td><td style="text-align: center;">=</td><td style="text-align: center;">4.25 load</td></tr> <tr><td style="text-align: center;">26-27</td><td style="text-align: center;">=</td><td style="text-align: center;">4.5 load</td></tr> <tr><td style="text-align: center;">28-29</td><td style="text-align: center;">=</td><td style="text-align: center;">4.75 load</td></tr> <tr><td style="text-align: center;">30-31</td><td style="text-align: center;">=</td><td style="text-align: center;">5 load</td></tr> </table>	25	=	.25 load	26-27	=	.5 load	28-29	=	.75 load	30-31	=	1 load	Up to 24 students	=	4 load	25	=	4.25 load	26-27	=	4.5 load	28-29	=	4.75 load	30-31	=	5 load	<p><b>Capacity Increase Compensation</b></p> <table border="1" style="margin: auto;"> <tr><td style="text-align: center;">28</td><td style="text-align: center;">=</td><td style="text-align: center;">.25 load</td></tr> <tr><td style="text-align: center;">29</td><td style="text-align: center;">=</td><td style="text-align: center;">.5 load</td></tr> <tr><td style="text-align: center;">30-31</td><td style="text-align: center;">=</td><td style="text-align: center;">.75 load</td></tr> <tr><td style="text-align: center;">32-33</td><td style="text-align: center;">=</td><td style="text-align: center;">1 load</td></tr> </table> <p><b>Combo Course Compensation</b> 3 load hour combo</p> <table border="1" style="margin: auto;"> <tr><td style="text-align: center;">Up to 27 students</td><td style="text-align: center;">=</td><td style="text-align: center;">4 load</td></tr> <tr><td style="text-align: center;">28</td><td style="text-align: center;">=</td><td style="text-align: center;">4.25 load</td></tr> <tr><td style="text-align: center;">29</td><td style="text-align: center;">=</td><td style="text-align: center;">4.5 load</td></tr> <tr><td style="text-align: center;">30-31</td><td style="text-align: center;">=</td><td style="text-align: center;">4.75 load</td></tr> <tr><td style="text-align: center;">32-33</td><td style="text-align: center;">=</td><td style="text-align: center;">5 load</td></tr> </table>	28	=	.25 load	29	=	.5 load	30-31	=	.75 load	32-33	=	1 load	Up to 27 students	=	4 load	28	=	4.25 load	29	=	4.5 load	30-31	=	4.75 load	32-33	=	5 load	<p><b>Capacity Increase Compensation</b></p> <table border="1" style="margin: auto;"> <tr><td style="text-align: center;">33-34</td><td style="text-align: center;">=</td><td style="text-align: center;">.25 load</td></tr> <tr><td style="text-align: center;">35-36</td><td style="text-align: center;">=</td><td style="text-align: center;">.5 load</td></tr> <tr><td style="text-align: center;">37-38</td><td style="text-align: center;">=</td><td style="text-align: center;">.75 load</td></tr> <tr><td style="text-align: center;">39-40</td><td style="text-align: center;">=</td><td style="text-align: center;">1 load</td></tr> </table> <p><b>Combo Course Compensation</b> 3 load hour combo</p> <table border="1" style="margin: auto;"> <tr><td style="text-align: center;">Up to 32 students</td><td style="text-align: center;">=</td><td style="text-align: center;">4 load</td></tr> <tr><td style="text-align: center;">33-34</td><td style="text-align: center;">=</td><td style="text-align: center;">4.25 load</td></tr> <tr><td style="text-align: center;">35-36</td><td style="text-align: center;">=</td><td style="text-align: center;">4.5 load</td></tr> <tr><td style="text-align: center;">37-38</td><td style="text-align: center;">=</td><td style="text-align: center;">4.75 load</td></tr> <tr><td style="text-align: center;">39-40</td><td style="text-align: center;">=</td><td style="text-align: center;">5 load</td></tr> </table>	33-34	=	.25 load	35-36	=	.5 load	37-38	=	.75 load	39-40	=	1 load	Up to 32 students	=	4 load	33-34	=	4.25 load	35-36	=	4.5 load	37-38	=	4.75 load	39-40	=	5 load	<p style="text-align: center;"><b>Compensation</b></p> <p>For Tiers I, II, &amp; III because of the extra work involved in creating two modalities, combo courses earn 1 additional load hour.</p> <p>Instructors may also earn additional load if they go above the cap for that course's Tier.</p>
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- Capacity increases:** all course capacity adjustments above the range must be with consent of the faculty member and the respective supervisor.
- Course capacity above the range will be compensated based on the **end of registration**.
- Tier X:** many courses and situations will fit into the above ranges; however, other situations, including but not limited to new instructors, new online courses, safety issues, certification limitations, supervisory limitations, lab size, and equipment availability will be addressed by faculty and the respective supervisor.
- Course placement** into Tier I, II or III needs to be course specific (not discipline specific) with input and recommendation from the faculty and respective supervisor with approval by the VP of Instruction.
- 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 faculty, the respective supervisor, and the scheduling department during schedule-building.



**Purpose:** To provide consistency in setting course capacities and to provide reasonable compensation by course while being able to respond effectively to student need. The range is intended to allow flexibility for administration to adjust course caps quickly based on student need and to spread the enrollment out amongst all sections.

**Goal:** As scheduling department gathers data each semester, less adjusting should happen.

**Scheduling Department:**

- Scheduling Department will work with the respective supervisor if it is early in the registration process, and it appears that an additional section could be needed and to determine if staffing is available to add a new section.
- The Scheduling Department will send out a request to faculty and respective supervisor when a class reaches capacity to ask if they would be willing to adjust caps beyond the range to accommodate student need and capture FTSE.
- Scheduling Department will work with the respective supervisor and any concerned faculty member during meetings that involve decisions of course cancellations. The load of a pro-rated course is determined by tier status or the lowest number of enrolled students in any given semester as determined by the Vice President of Instruction.

**Faculty/Schools:**

- Ask all departments to send "hard" cap, "red flag" data to scheduling department.
- Ask the respective supervisors to get an email from faculty confirming that they have read and understand that their courses may be adjusted without consent within the range specified.

We agree to try the above recommendations for the 2021-2022 school year to be reexamined in February 2022 to make necessary adjustments before registration opens for fall 2022. Signed document will be stored on the FA Canvas site.

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Faculty Association President  
*Janet H. Ryan*  
VP of Instruction

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Date  
*4.3.2021*  
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Date