

Example: Class C normally has a capacity of 40 but is being taught as a large lecture of 100 students. Ten students, representing enrolled students' numbers 41-50, are available for balancing a low-enrolled course within the instructor's load. Starting with the 51st enrollment, the instructor receives additional compensation per Article 4.11.

4.9 **OVERLOAD CLASSES**

No full-time faculty member shall be required to teach an overload. The immediate administrator shall retain the right of assignment for overload. Faculty shall be compensated for all overload worked.

4.9.1 Regular/Contract members may provide services of up to 67% beyond their regular load in any given semester. Regular/Contract faculty shall not have their overloads reduced or eliminated as a result of arbitrary or capricious decisions. Assignments of 168% or above shall be limited to special circumstances as determined by the immediate administrator and shall be approved by the appropriate Vice President. Exceptions to the overload cap shall not be ongoing. Immediate administrators shall retain right of assignment.

4.9.2 Faculty may not be assigned to teach an overload if professional work week obligations are not met.

4.10 **CLASS CAPACITY**

Class capacities will be set in a manner which honors the pedagogy of individual disciplines, promotes a safe classroom environment, complies with external mandates (e.g., Nursing regulations) and encourages fiscal sustainability. This article is designed to establish consistency *within and* between the colleges regarding class capacities.

4.10.1 **Minimum Class Capacity Guidelines.** Each college shall develop a set of "Guidelines for Minimum Enrollment," delineating the minimum expected class size based on factors appropriate to the institution. Guidelines will be developed in consultation with the YFA and posted on the college website in an appropriate location.

4.10.2 **Establishing Standard Class Capacities.** This process is designed to establish consistent class capacities across the district, resulting in comparable courses at both institutions having the same class capacity. The process shall be guided using the Class Capacity Determination Form, see APPENDIX B-1.

4.10.3 **Class Capacity Work Groups.** Class Capacity Work Groups shall be formed for each discipline *or related groups of disciplines* (e.g., Subject Codes) to analyze and determine appropriate class capacities in accordance with the schedule outlined in 4.9.4. The work groups shall consist of the following representatives for a total of four members: at least one academic dean from the discipline and one other college administrator (Dean or Vice President), two discipline faculty, preferably one from each college if available. The work groups shall convene and conduct reviews on a timely basis and make every attempt to reach consensus. If a majority decision cannot be reached, the decision will return to a negotiation's session between the District and the YFA on May 15, 2019. For Class Size Capacity, see APPENDIX B-2.

- 4.10.4 **Schedule.** The work groups shall convene during Spring semester 2019 to determine the class capacities. If a discipline work group does not establish a class capacity by May 10, 2019 then the course will be assigned to a standard class capacity in increments of 5 up to 40 at the negotiation's session between the District and the YFA on May 15, 2019. The class capacities will be effective Fall semester 2019.
- 4.10.5 Class capacities may be revisited after the course has been offered for at least four semesters at the determined size, not including summer sessions, or earlier by mutual agreement.
- 4.10.6 **New courses.** Class capacities for new courses shall follow the same process as outlined in section 4.9.3, including a Class Capacity Determination Form, and form an ad-hoc work group to reach consensus on an appropriate class capacity. If consensus cannot be achieved, the District and the YFA shall convene in a timely manner and consider the matter.
- 4.10.7 The Curriculum Committee shall not act to approve the new course until the parties have reached agreement on the appropriate capacity.
- 4.10.8 **Policy for Establishing and Modifying Class Size Capacity:** Initial class size capacities were established in May 2019 and are reflected in the [Initial Class Capacities](#) document. As outlined in Article 4.10.5, faculty current class capacities may be revisited after a course has been offered for at least four semesters, not including summer sessions, or earlier by mutual agreement. In addition, when faculty propose a new course, as outlined in 4.10.6, a class capacity must be established prior to the course moving to the Curriculum Committee (4.10.7).

In either situation, a faculty member may initiate a discussion to establish or revisit class size capacity based on criteria as explained below, each of which must be supported and/or justified with appropriate documentation.

One criterion is required, but two or more are recommended for justification of establishing or revising class size capacity.

Based on the criteria for the modification of course caps listed below, the appropriate documentation to support a proposal to change a course cap may include, but is not limited to, the following:

- Comparative research of caps for similar courses at other California community colleges;
- Recommendations or requirements from a professional or academic publication or organization;
- Health and safety considerations;
- Course specific documentation, such as course syllabus, assignment criteria, SLOs, and objectives, and/or
- Other data elements such as retention, fill rate, etc.

To initiate a class size capacity determination, faculty must complete Appendix B-1 Class Capacity Determination Form, attach relevant documentation, and submit to the Class Capacity Workgroup.

In the case where the Class Capacity Workgroup cannot reach an agreed class capacity, the YCCD Chancellor and YFA President will meet to break the tie.

4.11 LARGE CLASS ACCOMMODATIONS

4.11.1 Overview

The provisions are designed to encourage faculty to participate in a large class format, whenever it is educationally sound. The higher productivity of large classes supports other important but smaller course offerings of the colleges. Large classes generate revenue (apportionment) based on the additional students enrolled. Some of this additional apportionment is returned to the faculty member's division through a Block Grant Supplement. (See Article 4.11.5 below). Large class multipliers begin with the 51st student enrolled, as in Article 4.11.5 below. Student enrollments above capacity and below 51 shall be at the discretion of the instructor to help the college meet its enrollment targets and/or for class size balancing as described in Article 4.7.

4.11.2 Eligibility

The large class accommodation applies to classes with a standard capacity of at least 40 students. It also applies to the lecture component of stacked lecture/lab classes where, for instance, two sections of 30 students each meet separately for laboratory activities but meet concurrently for lecture. The instructor shall receive extra compensation and the department shall receive a block grant supplement for the lecture component, based on the formula.

4.11.3 Conditions

All large lecture classes must be pre-approved and scheduled with mutual agreement with the unit member and the immediate administrator. Class size at census is used to determine load factors.

4.11.4 Large Class Formula

Load factors increase starting with the 51st student enrolled and increase by 0.02 per additional student enrolled as of census. The load factor for the class shall be multiplied by the formula: $[1 + (\text{Enrolled} - 50) \times .02]$

Example: 62 students enrolled as of census in a class with a 20% load.

$$\text{Calculated Load} = 20\% \times [1 + (62-50) \times .02] = 20\% \times 1.24 = 24.8\%$$

Typical Examples: 75 students = 1.5 multiplier. 100 students = 2.0 multiplier.
150 students = 3.0 multiplier. 200 students = 4.0 multiplier.

Hourly pay: Paid hours for large part-time and overload classes shall be multiplied by the load factor as calculated above.

4.11.5 Block Grant Supplements