

# Santiago Canyon College Academic Senate

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## SENATORS

### **Business and Career Education**

Deeley, Steve 2016  
Salcido, Andrew 2015

### **Continuing Education (OEC)**

Shields, Jolene 2015

### **Counseling & Student Services**

Aguilera, Leonor 2015  
Crabill, Phillip 2016  
Mettler, Mary 2016

### **Humanities and Social Sciences**

Cannon, Cari 2015  
Elchlepp, Elizabeth 2015  
Howell, Scott 2016  
Dela-Cusack, Lisa 2015  
Umali Kopp, Christine  
2016

### **Fine & Performing Arts and Communication**

Womack, Melinda 2016

### **Library**

Freidenrich, Leah 2016

### **Mathematics and Sciences**

Cummins, Shawn 2015  
Hovanitz, Eric 2016  
Taylor, Mike 2015  
Nance, Craig 2016  
Frost, Alicia 2015

### **Adjunct**

Mathews, Evangeline  
2015  
Musselman, Matthew 2015

## EXECUTIVE BOARD MEMBERS

### **President**

Evelt, Corinna 2016

### **Vice President**

Rutan, Craig 2015

### **Secretary/Treasurer**

DeCarbo, Michael 2015

### **Curriculum Chair**

Wagner, Joyce 2016

## Resolution F2014.11

### **Support of Santiago Canyon College Curriculum & Instruction Council Recommendation on Determining Maximum Course Capacity—Fall 2014**

Moved: Professor Rutan

Seconded: Professor Womack

Whereas, The Santiago Canyon College Curriculum & Instruction Council (CIC) was tasked to determine how the information in a course outline of record could be used in setting maximum course capacity;

Whereas, The CIC had multiple discussions about issues that could affect the determination of maximum course capacity and came to the conclusion that these issues went well beyond what was in the course outline of record; and

Whereas, Program faculty and their division dean are the individuals most aware of the different issues that could affect the setting of maximum course capacity;

Resolved, That the Academic Senate of Santiago Canyon College support the CIC Recommendation on Determining Maximum Course Capacity Fall 2014; and

Resolved, That the Academic Senate of Santiago Canyon College recommend to the department chairs that, in conjunction with their faculty and their division dean, they develop a written memorandum of understanding for the ideal maximum course capacity for each of their courses.

Date Presented: 18 November 2014

Date Approved: 2 December 2014

*Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)*

## Santiago Canyon College Curriculum & Instruction Council Recommendation on Determining Maximum Course Capacity—Fall 2014

*After discussions at the September 8 and September 22 Curriculum Technical meetings and discussions at the September 29 and October 6 Curriculum & Instruction Council (CIC) meetings, the CIC forwards the following to the Senate:*

**Conclusion:** Maximum course capacity (course cap) is best determined through discussions and agreements between departmental faculty and their dean.

### Considerations:

- Student success is the overall goal.
- In determining course caps, faculty should balance four competing concerns: pedagogy, enrollment patterns, labor equity, and economic feasibility.
- Safety, Health, and State/Accrediting Regulations, along with Career Technical Education Advisory Committee Recommendations, and Contractual Agreements must be complied with.
- Course caps should not be based primarily on classroom size and/or equipment availability.
- Different faculty teaching the same course may disagree on ideal course size because of different teaching styles.
- The course outline of record is a tool to help guide discussions about course caps.
- Some pedagogical factors include, but are not limited to:
  - required papers, presentations, and projects
  - time needed to grade assessments
  - individualized attention/supervision needed for students

Approved by the CIC: October 20, 2014