

CIC Office Operational Workflow for the Establishing and Modifying Course Capacity Process

- Step 1.** Discipline faculty determine course capacity.
- This includes a conversation with the respective department members.
 - Conversations may include other requisite courses or programs that may or may not be impacted by the change of capacity, e.g., Math increases a course capacity where there may be an increase in enrollment into the course(s) for which the math course is a prerequisite. Math is a prerequisite to other disciplines such as Biology, Chemistry, Economics, and Psychology, which may directly impact course enrollment or change in CSU/IGETC GE policies, e.g., CSU Ethnic Studies graduation requirement.
 - It is suggested that other documents are included with the petition that may support the course capacity change, e.g., an association or group's statement that supports a particular course capacity for a course due to pedagogy or articulation, e.g., [MAA Press, Insights and Recommendations from the maa National Study of College Calculus, Class Size, page 33.](#)
- Step 2.** Discipline faculty complete the Petition for Establishing/Amending course Capacity form.
- Step 3.** Discipline faculty consult with the respective division dean to reach mutual agreement per the Establishing and Modifying Course Capacity: Principles, Roles, and Process.
- The dean and faculty sign the petition.
 - If there is no mutual agreement, the dean should write a rationale in the space provided on the petition.
- Step 4.** Discipline faculty send the Petition for Establishing/Amending Course Capacity form to the Curriculum Office or by using the SCC Curriculum email, curriculum@sccollege.edu.
- Include additional documentation that supports the petition (see Step 1 iii.).
- Step 5.** CIC reviews and discusses each Petition for Establishing/Amending Course Capacity form.
- All petitions are put on the agenda for a first and second read.
 - All petitions, approved or not, are housed in discipline folders in the H-drive's Curriculum Office folder for record keeping.
- Step 6.** **Local Decision** Once a petition is approved, the course capacity is reflected on the course outline of record and, consequently, entered and/or revised in Colleague.
- The Curriculum Office will update the course outline of record and Colleague.
 - Since establishing/amending a course capacity is a local decision that doesn't require Board or state approval, changes are immediately in effect.