

Petition for Establishing/Amending a Course Capacity

All sections of this proposal need to be addressed. If it does not apply, please state N/A. Attach the current Course Outline of Record (COR) and a representative course syllabus.

COURSE CODE: <i>SUBJECT</i> and <i>CODE</i>	COURSE TITLE		
<input type="checkbox"/> CREDIT <input type="checkbox"/> NONCREDIT <input type="checkbox"/> APPRENTICESHIP	UNITS	TOTAL HOURS PER SEMESTER:	LECTURE
			LAB

Is this a cross-listed course? NO YES: COURSE CODE and TITLE _____

PROPOSED COURSE CAPACITY

<input type="checkbox"/> NEW <input type="checkbox"/> REVISION (check only one)	Fill in the current and proposed course capacity for each modality. If not offered in that modality, state N/A.		
	FACE-TO-FACE	ONLINE	HYBRID
	CURRENT	CURRENT	CURRENT
	PROPOSED	PROPOSED	PROPOSED

JUSTIFICATION

I. Method of evaluation at class time (at least one is required)

Which methods of in-class evaluation below are required parts of this course that justify the proposed class size? (Check all that apply.)

- | | | |
|--|---|--|
| <input type="checkbox"/> PERFORMANCES
<input type="checkbox"/> LABS
<input type="checkbox"/> PRESENTATIONS
<input type="checkbox"/> DEBATES
<input type="checkbox"/> STUDENT CONFERENCES | <input type="checkbox"/> GROUP WORK (MONITORED)
<input type="checkbox"/> PROJECTS
<input type="checkbox"/> MANIPULATIVE ACTIVITIES
<input type="checkbox"/> FIELD TRIPS
<input type="checkbox"/> FIELD WORK | <input type="checkbox"/> OTHER (EXPLAIN) |
|--|---|--|

II. Method of evaluation outside of class (at least one is required)

Please check all types of graded assignments required for the course.

- | | | |
|--|--|--|
| <input type="checkbox"/> PAPERS
<input type="checkbox"/> WRITTEN EXAMS
<input type="checkbox"/> JOURNALS | <input type="checkbox"/> PROJECTS
<input type="checkbox"/> PORTFOLIOS
<input type="checkbox"/> LAB MANUALS | <input type="checkbox"/> OTHER (EXPLAIN) |
|--|--|--|

III. Safety and legal codes (if applicable)

If the course requires a limited class size due to safety issues, legal mandates and/or industry restrictions (e.g. apprenticeship), please provide an explanation below:

IV. Equipment (if applicable)

If the course requires equipment for each student or student group, (e.g. computers, easels, Bunsen burners, etc.) for which there is limited supply, please provide an explanation below:

V. Supporting data (required)

Briefly explain any current, reliable data that supports the course capacity proposal. Attach supporting documents and/or provide a URL. Data can be local, statewide, and/or national.

VI. Pedagogy (required)

Briefly explain how your proposed course capacity will support pedagogy. For example, this may include the ability to effectively assess summative and formative level outcomes, determine the originality or authenticity of student work, maintain effective interaction with students, work with individual students, monitor the collaborative work of student groups, and/or properly address the various skill levels of students.

VII. Agreement Status (for Division Deans only)

Was a mutual agreement reached between Department Chair and Division Dean?

- YES
- NO If no, please provide rationale below and attach any supporting data.

DEPARTMENT CHAIR (SIGNATURE)

DATE

DIVISION DEAN (SIGNATURE)

DATE
