

The San Bernardino Valley College Academic Senate embraces the guiding principles set for in Academic Senate of California Community Colleges 2012 paper “Setting Course Enrollment Maximums: Process, Roles, and Principles”.

1. The course enrollment limit should not exceed the greatest number of students to whom the instructor can reasonably offer the attention necessary for their success.
2. The number of students in the class should be appropriate to the method of presentation used in the class (lecture, lab, online, etc.).
3. The number of students enrolled in the class should be conducive to the use of a variety of effective grading processes (take-home writing assignments, essay exams, scantrons, presentations, etc.)
4. Decisions on the setting of class enrollment maximums should, wherever possible, be supported by current and reliable data, both locally produced and from external statewide and national organizations.

The basis for setting caps should be the pedagogical factors that influence the student success and mastery of Student Learning Outcomes (SLOs) in the course. Consideration of class caps should begin with the student’s experience. This should include the student need for instructional space that is safe and provides opportunity for interaction with faculty to achieve effective learning, and mastery of Student Learning Outcomes (SLOs) from an instructional perspective.

As part of the curriculum process for new courses or content review, the initiating faculty will enter a number in the field in the course management system, “Recommended Maximum Class Enrollment”. The curriculum committee suggests that faculty make the recommendations as a departmental decision. Faculty retain the right to add students during the applicable enrollment process as they deem appropriate.

Additionally, faculty will include a rationale for the enrollment recommendation. The rationale can include, but not be limited to:

1. Pedagogy
2. Health and Safety
3. Methods of instruction, course modality, objectives and outcomes, assessment methods
4. Diversity, equity, anti-racism, and accessibility
5. Current and reliable data

The curriculum committee will review the faculty recommended maximum enrollment and rationale just as they would any other aspect of a course during the curriculum approval process. For example, the committee currently reviews units, course content, assignments, student learning outcomes, course objectives, advisories, prerequisites, etc. In the same manner, the committee will review the maximum class enrollment recommendation.

The enrollment maximums will be housed in the curriculum course management system; however, they will not appear on the Course Outline of Record. Enrollment maximums are not a requirement from the State Chancellor’s Office, and as such, should not appear on the Course Outline of Record. (See Program Course and Approval Handbook “Criteria for the Course Outline of Record”. ([Program and Course Approval Handbook \(ccco.edu\)](http://www.cccco.edu))