



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*To Constituents &
First Anticipated AS Review*

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	2/21/2024	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> New BP developed by VC of HR			

Review Level

Level 3

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

BP 4015 District Course Enrollment Philosophy (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/28/24

Reason(s) for Review/Changes

> **New BP developed by VC of HR**

Review Process Notes:

~~The Board is committed to supporting enrollment management practices that establish guidelines for course enrollments.~~

~~The Chancellor shall establish a districtwide course enrollment philosophy that includes optimal or maximum class size guidelines, in consultation with the academic senates. The minimum class size guidelines are defined in the Collective Bargaining Agreement.~~

~~The Board is committed to supporting enrollment management practices that establish guidelines for course enrollments.~~

~~The Chancellor shall establish a districtwide course enrollment philosophy that includes Optimal or Maximum class size guidelines, in consultation with the Academic Senates. The Minimum class size guidelines are defined in the Collective Bargaining Agreement.~~

End of Recommendation for BP 4015 District Course Enrollment Philosophy



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Reason(s) for Review/Changes

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Review Process Notes:

The District has established the following guidelines for the Optimal and Minimum class sizes.

1.0. Class Size Guidelines

- 1.1. Minimum class size guidelines defined in the Collective Bargaining Agreement (CBA) and this section shall apply to all lecture, seminar, and laboratory classes.
- 1.2. Independent study, research, and arranged classes are exempted from such guidelines.

2.0. Optimum Class Size

- 2.1. Each College of the San Bernardino Community College District shall determine the optimum class size for each course or subject area based on the effectiveness of instruction and efficiency of operation.
- 2.2. Each eCollege's Chief Instructional Officer or designee ~~Vice President of Instruction and/or enrollment management team can confer with the Academic Senate and receive a recommendation on the optimum class size for courses not outlined in the Collective Bargaining Agreement~~CBA. Management-The Chief Instructional Officer or designee will have the final decision of the optimum class size.

3.0. Exceptions

- 3.1. A class that meets any of the following conditions may be ~~continued~~ exempted from the guidelines above:
 - a) courses required for graduation;
 - b) courses required in a major or in career subject areas;
 - c) courses offered irregularly based on enrollment and need; and
 - d) combined courses meeting at the same hour with the same instructor.
- 3.2. Statutory and State regulations mandating class sizes may be exempted from the guidelines above including: ~~Exceptions to minimum class size guidelines may also be based upon the following:~~
 - a) limited classroom or laboratory facilities;
 - b) campus size and geographical location; and
 - e) experimental or pilot programs; and
 - d)c) statutory and State regulations mandating class size.

4.0. Cancellation of Course

- 4.1. Courses that fail to meet one of the preceding exceptions may be cancelled.

End of Recommendation for AP 4015 District Course Enrollment Philosophy