

ARTICLE IX: CLASS SIZE

9.1 DEFINITION

- 9.1.1 **Single-Section Class:** A single section class is defined as a course of which only one (1) section has been scheduled to be offered during a semester or the summer period between semesters.
- 9.1.2 **Class Maximum:** Class maximum is defined as the largest number of students that may be registered into a course without the authorization of the instructor.
- 9.1.3 **Class Minimum:** Class minimum is defined as an established percentage of the class maximum rounded to the next highest whole number.
- 9.1.4 **Overlay Classes:** An overlay class is defined as a class that is scheduled to meet at the same time and place and with the same instructor as one or more other classes. The District may overlay any courses that have previously been overlaid; however, no classes may be overlaid without the consent of the instructor responsible.
- 9.1.5 **Team-Teaching:** Team-teaching is defined as two (2) or more Academic instructors jointly assigned to teach the same class in the same room at the same time. Team-teaching classes may be utilized only with the permission of the responsible instructors.
- 9.1.6 **Learning Communities:** Learning communities are two or more classes that are linked together by a common theme. The classes are taught by two different instructors; however, the same students should be registered for both classes. The enrollment roster of one should be identical to the enrollment roster of the other. The instructors link the content of the courses through common themes and concepts.
- 9.1.7 For purposes of Section 9.2 of this Agreement, classes conducted during the day program and during the evening program shall be considered separate entities. Any class which begins after 4:30 p.m. shall be assigned to the evening program.

9.2 CLASS CANCELLATIONS

- 9.2.1 At the discretion of the Dean any section of a course may be canceled prior to the beginning of Registration.
- 9.2.2 Any section of a course may be canceled at the discretion of the Dean in consultation with the Vice President of Academic Affairs until the last day of the add period. Whenever feasible, the Dean and the Department Chair will consult on the cancellation prior to making a final decision.
- A single-section class reaching fifty-five percent (55%) of the agreed upon maximum for that class shall not be cancelled. At the Dean's discretion, a single-section class with less than fifty-five percent (55%) may remain open.
- 9.2.3 No classes shall be cancelled by the District after the end of the add period.
- 9.2.4 Extension and late starting classes may be cancelled at the end of the Registration period for that class.

- 9.2.5 Regional Occupational Program (R.O.P.) classes offered by the District shall be exempt from this section of the Agreement and may be cancelled subject to the rules and regulations of the San Diego County Department of Education.
- 9.2.6 The District shall have the right to reassign Unit Members to other courses in order to maintain the Members' full teaching load.

9.3 **CLASS MAXIMUMS**

- 9.3.1 The District and the Association agree to maintain class maximums at the level approved by the Curriculum Committee. The recognized class maximum is determined on the course outline as approved by the Curriculum Committee.
- 9.3.1.1 Class maximums at the Chula Vista Campus apply to courses offered at the off-campus sites unless circumstances and space/facilities at the off-campus sites make that impossible, in which case the Vice President for Academic Affairs and the cognizant Dean of the offsite location will jointly make adjustments in the maximums as needed.
- 9.3.1.2 Class maximums of newly proposed courses or courses submitted for modification shall be established by a consensus agreement between the full-time Unit Members teaching in the subject area in which the course is being offered and the Dean. The consensus agreement shall be among those present at a meeting called by the Dean for the purpose of establishing the class maximum. The Dean shall notify the Unit Members of the committee five (5) working days before the meeting.
- 9.3.1.3 If consensus agreement for these newly proposed courses or courses submitted for modification is not obtained, the class will be referred to a committee made up of two (2) members appointed by the Association, and two (2) members appointed by the District. The maximum for the new class will be established by an agreement among any three (3) members of the committee.
- 9.3.1.4 If the committee fails to establish a class maximum, the maximum shall be established by the District. When establishing the maximum, the District shall take into consideration such factors as the maximum of similar classes, the instructional methods proposed for the course, and facility or equipment limitations.
- 9.3.1.5 The class size for all learning community linked classes described in 9.1.6 will reflect the lower class maximum of the courses in the learning community. This can be increased by mutual agreement of the faculty in the linked classes.
- 9.3.2 For classes meeting more than once each week, a Unit Member shall be required to accept students up to the class maximum throughout the add period.

For classes meeting once each week, a Unit Member shall be required to accept students up to the class maximum during the first two (2) class meetings or throughout the add period, whichever is longer. A Unit Member may accept students during the third class meeting. For the purposes of this section, a week is defined as six (6) consecutive instructional days inclusive of Saturday.

- 9.3.3 The class maximum for an overlay class shall be the average of the class maximums of the classes involved.
- 9.3.4 Class maximums may be modified to reflect changes in teaching methodology or curriculum revisions. Modifying an existing class maximum requires all of the following:
- 9.3.4.1 A majority vote by secret ballot of the full-time members in the discipline who are eligible to teach the class. The Dean shall make a reasonable effort to contact eligible faculty members who are on an approved leave so that they can vote;
 - 9.3.4.2 Approval of the Dean and the Vice President for Academic Affairs.
 - 9.3.4.2.1 In the event the Dean or Vice President reject the class size modification a written justification of the rejection will be provided to the requesting unit member within 30 calendar days of the decision.
- 9.3.5 If any Unit Member voluntarily enrolls students in any class in excess of five percent (5%) of the class maximum, as determined on the first census report, the District shall take the following action:
- The District and the Association shall jointly notify the Unit Member, in writing, that he/she is in violation of the agreement existing between the Association and the District, and that in the future, the Unit Member will be expected to conform to the provisions of the agreement.
- The District shall provide the Association a copy of any written notice required under section 9.3.5.