Policy for Establishing and Modifying Course Caps

Crafton Hills College

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I. Definitions

A. **Course Caps** are the maximums for student enrollment for all sections of a course as listed on the Course Outline of Record for each course.

B. **Enrollment Maximums** are the total number of students that can enroll in a section of a course. Enrollment maximums for individual sections of a course may be less than the course cap due to factors such as site restrictions, classroom size, and/or modality.

II. Principles for the Initial Establishment and for Modification of Course Caps

A. Course caps will be established initially by using the current enrollment maximums as reflected in the banner for each course. These enrollment maximums will become the official course caps for all courses and will be listed on the Course Outline of Record (COR) for each course.

B. Faculty members have the authority to submit a major course revision to the Curriculum Committee to modify the existing course cap based on the criteria outlined in section IV below with the consent of their fellow division faculty and with appropriate documentation.

C. If the Curriculum Committee approves a major course revision to modify a course cap, then the new course cap will become the official cap for student enrollment for that course and will be listed as such on the Course Outline of Record (COR), effective the following semester after approval.

III. Process for Changing Existing Course Caps

A. Division faculty may submit a major course revision to the Curriculum Committee to modify an existing course cap based on the established criteria as outlined in section IV below, each of which must be supported and/or justified with appropriate documentation. One criterion is required, but two or more are recommended for justification of a Course Cap modification proposal to the Curriculum Committee.

B. Documentation to support a proposal to change a course cap based on one or more of the criteria listed in part IV may include, but is not limited to, the following:
   1. Comparative research of caps for similar courses at other California community colleges;
   2. Recommendations or requirements from a professional or academic publication or organization; and/or
   3. Course specific documentation, such as course syllabus, assignment criteria, SLOs, and objectives.

C. Proposals to change the existing course cap for a given course will be reviewed by the Curriculum Committee. The committee will determine whether or not the proposed change and supporting documentation are consistent with the established criteria for the modification of a course cap and will make the final decision regarding the proposal to change the existing enrollment cap for a course.

A.IV. Criteria for the Modification of Course Caps

Modifications to a course cap must be justified with at least one of the below criteria, and it is recommended that two or more criteria be considered in a proposal to modify a course cap. Under each criterion below, suggested examples are provided of the types of data that may be used to justify a modification to a course cap. In addition, faculty members who propose a new course to the Curriculum Committee can opt to establish the course cap based on the course cap of a similar course(s) within the discipline or based on one or more of the below criteria:

A. Health and Safety
- Fire codes
- Supervision: Number of students who can be safely supervised by available faculty and/or staff within a classroom when the students are undertaking hazardous activities or working with hazardous equipment.

B. Facility or Other Class Capacity Limitations
- Availability of equipment or supplies
- Availability of required or necessary teaching or lab assistants

C. Course Modality
- Lab courses vs. combined lecture and lab courses – course caps may be determined differently for labs, which may have different limitations compared to lecture-only courses.

D. Instructional Delivery
- Nature of classroom activities
- Nature of interaction between instructor and students
- Use of group work or group projects

E. Student Assessment
- Types and/or amount of individual assignments, projects, and/or papers to assess
- Methods of student assessment, feedback, or evaluation
- Course-level or Program-level Student Learning Outcomes
- Course objectives in the COR

F. Use of Existing Course Cap for a similar course(s) within the discipline
- For new courses only - cannot be used as one of the required criteria for modifying an existing course cap
- New course should be comparable (i.e. objectives, topics and scope, assignment, assessment, and pedagogy) to other course(s) in the discipline