



Class Capacity Determination Form

Overview:

The purpose of this form is for codifying the maximum class capacity in a given course. Relevant factors include both maximizing the learning environment to promote student success as well as maintaining the responsible balance of District resources, including human resources.

The class capacity of every course is the same regardless of teaching modality (i.e., face-to-face, hybrid, or online) as stated in Article 37.8 (Class Size and Load) of the YFA Contract and [Title 5, section 55208\(b\)](#).

Date: _____

College: Columbia MJC (NOTE: Be sure to check with the other college if the same course is offered)

Division: _____ Discipline: _____

This form is being used for: a single course multiple courses falling into a similar category (e.g., performance, lab, clinical, traditional lecture, etc.)

_____ List category above for multiple courses

List ALL course prefixes and numbers for this course, regardless of college and/or cross-listing: _____

List ALL course names for this course, regardless of college and/or cross-listing: _____

Course Outline of Record: Lecture Hours _____ Lab Hours _____

Teaching Modality (check ALL that apply): Face-to-face Hybrid Online

Class Size Work Group Members: _____

Note: The class capacity for this course is determined to be _____ students, regardless of teaching modality.

Below are justifications that provide the rationale for this class capacity of this course, based on: (1) **mandate or regulation** (a reference source **must** be provided); (2) **safety conditions** (review criteria on the next page); and/or (3) **pedagogy** (review criteria on the next page).



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Mandate or Regulation

- Ability to comply with specific accreditation or relevant external requirements and standards

Safety Considerations

- Ability of faculty to effectively supervise students (especially in lab related courses)
- Ability of faculty to teach, monitor, and correct student skill levels (especially in CTE related courses)
- Ability of faculty to effectively serve students in the event of an accident as a result of student performance

Pedagogy

- Ability to effectively follow the COR as approved
- Ability to maintain appropriate rigor of course requirements
- Ability to effectively assess summative and formative level outcomes
- Ability to effectively determine the originality or authenticity of student work
- Ability to maintain effective interaction with students
- Ability to work with individual students
- Ability to monitor the collaborative work of student groups
- Ability to properly address the various skill levels of students