



ACADEMIC SENATE

POLICY NO. 505

ISSUE DATE: 4-12-07 REVISION DATE:	POLICY: CLASS SIZE
REFERENCE:	
APPROVED: <hr/> President, California Maritime Academy <hr/> Chair, Academic Senate <hr/> Chair, Senate Policy Committee	

PURPOSE:

The California Maritime Academy has a long-standing, mission-based commitment to furthering the intellectual learning of its students. To this end the academy has attempted, consistently, to tailor teaching-learning classroom environments so as to enhance the degree to which mentors and students may engage in meaningful interaction. In our traditional classroom settings one of the ways this has been accomplished has been by establishing enrollments in our courses based upon relevant pedagogy linked to course content and modes of instruction within the resources available to the institution. The authority, procedures and guidelines attendant to both establishing and modifying class sizes, designed to optimize instructional efficacy, are presented below. The purpose for presenting these guidelines and procedures is to assist the Higher Education Employer-Employee Relations Act (HEERA) designated “*appropriate administrator*” (AA), the Chairs of individual departments, and members of the teaching faculty in their efforts to balance instructional efficacy, fiscal realities, and freedom of pedagogical choice in pursuit of enhancing student learning.

The application of all guidelines and procedures contained within this policy are understood to be subsumed within, and therefore controlled by California statutes, California State University Board of Trustees’ (BOT) regulations, as well as any applicable BOT-California Faculty Association Collective Bargaining Agreement. However, the assignment of students by the AA to a class in excess of any “optimum” size is not to be automatically construed in and of itself as an “excessive student load” under the BOT-CFA collective bargaining agreement.

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(1) Designated HEERA Appropriate Administrator (AA)

The Academic Dean, as designated by the President, is the campus AA. Absent international and/or federal requirements for STCW courses, in order to balance instructional efficacy, fiscal realities, and freedom of pedagogical choice in support of student learning, ultimate authority both to establish the desired optimum enrollment for a class and to assign students to a class in excess of that guideline, resides with the Academic Dean in his/her role as campus AA. Decisions by the campus AA assigning students to a class beyond its optimum size should be made only under exigent circumstances on a case-by-case basis in consultation with the Chairs of affected Departments.

(2) The Faculty Role

As indicated in Section 3561, subsections (a) and (b) of HEERA, the faculty bears primary responsibility for insuring the quality of the educational programs of the Institution. Accordingly, in matters of class size, the faculty, through appropriate academy shared governance mechanisms, including consultation with the campus AA and Department Chairs, constitutes an essential voice in both the establishment of appropriate class size and any decision to exceed the optimum enrollment for a given class.

(3) Departmental Authority to Manage Full Time Equivalent Student (FTES) Instructional Load in Conjunction with Full Time Equivalent Faculty (FTEF)

Assignment of students to classes in excess of the optimum size established by the campus AA can occur either as directed by the campus AA or at the initiation of a department in its efforts to balance instructional efficacy, fiscal realities, and freedom of pedagogical choice in support of student learning.

When, at the direction of the campus AA, students are assigned to a class beyond the class size optimum, consultation between the involved instructor(s) and Chairs of the departments impacted by such a campus AA directive should occur whenever possible before such a decision is implemented.

Department-initiated assignments of students to classes in excess of the optimum size are subject to the approval and subsequent authorization by the campus AA. Once granted, this authority is to be invoked by Department Chairs on a case-by-case basis in consultation with the instructors of affected classes.

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- (4) **Establishment of Enrollment Sizes for Courses within the Curriculum**
The campus AA, after receiving recommendations from Department Chairs shall establish optimum class sizes for all courses included in the curriculum of the Institution. Such sizes are subject to any limitations imposed by Title V of the California Education Code, CSU Board of Trustees policy, or CSU Office of the Chancellor Executive Order.
- (5) **Modification of Campus AA Established Class Enrollment Maximums**
A decision to permanently modify class optimum enrollment sizes may be directed to the campus AA by Department Chairs or by individual members of the faculty after consultation with their Department Chairs, Requests to the campus AA for permanent modifications of class enrollment maximums must be made in writing.
- (6) **Archive of Enrollment Maximums**
The Curriculum Committee shall maintain a list of all courses and the optimum class sizes established for those courses by the campus AA. **Once generated, this list will become Appendix A**