WHEREAS, Appendix 5 of the Faculty Personnel Policies specifies the procedures for determining class size, including individual course enrollment limits;

WHEREAS, the overriding of course enrollment limits is necessary on occasion, yet the policy does not include a procedure providing for the overriding of course enrollment limits;

THEREFORE, BE IT RESOLVED THAT the University of Illinois at Springfield Campus Senate approve the following changes to Appendix 5 of the UIS Faculty Personnel Policies.

APPENDIX 5

CAMPUS POLICY FOR DETERMINING APPROPRIATE CLASS SIZE

The following guidelines for establishing both minimum and maximum class size are hereby established. The guidelines reflect a balance between the competing goals of insuring adequate course enrollments, productivity, and efficiency and of fostering excellence in teaching by limiting the size of some classes to meet department curricular goals and instructional needs in individual courses.

Determination of Class Size for Individual Courses

During the Spring semester of each year for implementation the following year, academic departments and other similar units may submit a written request to the Dean of the College asking that limits be placed on the number of students enrolling in individual courses. The decision as to appropriate class limits for a particular course will be made by the Dean of the College following consultation with the department and consultation with the Vice Chancellor for Academic Affairs. Any decision to admit students above a designated course cap will be made by the department in consultation with Dean. In the event of a disagreement between the department and the course instructor regarding the overriding
of a course cap, the final determination shall be made by the Dean. In the event of disagreement between the Department and Dean, the Vice Chancellor for Academic Affairs will decide the issue. Factors to be considered in assessing the appropriateness of limiting class enrollments shall include:

1. Constraints imposed by the seating capacity of a room, space available in a laboratory or studio, and equipment limitations and accreditation requirements. An effort should be made on the part of the Dean to locate suitable space or equipment for the course before granting the request on this basis.

2. Special characteristics of the course such as teaching methods used and competencies that students are expected to attain. For example, courses taught in a lecture format can be expected to accommodate more students than a graduate seminar or a course requiring regular group process or individual attention. A course which requires some writing exercises can be larger than one that involves intensive writing throughout the course or voluminous portfolios.

Before determining an appropriate enrollment limit for a course based upon these criteria, the Dean should review the course syllabus, course requirements, and methods of student evaluation employed. Undergraduate courses will not normally be limited to fewer than fifteen (15) students. Graduate courses will not normally be limited to fewer than twelve (12) students.

3. Teaching resources available for the class, including the number of faculty assigned to the class, the presence of a teaching assistant, or guest participants.

In instances in which course enrollment limits have been established, the appropriate Dean shall ensure that necessary steps are taken to meet students needs, including: scheduling of sufficient sections, opening up additional sections, and advising students regarding other curricular options.

Course Capacity Exceptions
Occasionally, it may prove necessary to override a course capacity limit. A course instructor may choose to admit students above a designated course cap in her/his course. A decision to admit students above a designated course cap which is made by the department chair shall be in consultation with the course instructor. In the event of a disagreement between the department chair and the course instructor regarding the overriding of a course cap, the final determination shall be made by the Dean.

Course Cancellation
Courses taught by an individual faculty member will normally enroll at least six (6) students in fall or spring semesters and ten (10) students in the summer term. Courses which do not meet enrollment expectations or satisfy instructional resource management guidelines in effect,* with the exception of those which meet the concerns specified below, may be canceled.

By the first day of class each term, classes with less than the specified number of students will be examined for possible course cancellation. The decision as to whether to cancel a particular class will be made by the Dean of the College following consultation with the department and consultation with the Vice Chancellor for Academic Affairs. In the event of disagreement between the Department and Dean, the Vice Chancellor for Academic Affairs will decide the issue. The decision regarding cancellation will be based on four (4) factors:

1. Whether cancellation of the course will impair the ability of the students to progress toward completion of their degree or certification in a timely manner. Inquiry should focus on whether the course is a required course as opposed to an elective and on how frequently the course is offered.

2. The possibility that the needs of students can be accommodated through alternative means such as enrollment in a related course in the department or in another department, individualized instruction, routine waiver of the requirement, etc.
3. The workload and total enrollment of the faculty member during the given term. The faculty member’s average enrollment in the courses taught should total the minimum number required of an individual course.

4. Course capacity limits established by accreditation requirements.

Upon making a decision to cancel a class, the Dean will structure one or more responsibilities to which the faculty member can be assigned and will work to identify suitable alternatives for the students in the canceled course. Summer courses canceled due to low enrollment will not lead to alternative workload assignments.

Team taught classes are expected to attain an enrollment equal to the required minimum for the course multiplied by the number of faculty teaching the course. When the appropriate number is not reached, the workload and/or compensation of the faculty will be adjusted to reflect the proportion of students who are enrolled.

* Instructional resource management guidelines, effective 2/15/10, may be located on the Academic Affairs web page under the following link: