UNIVERSITY OF ILLINOIS AT SPRINGFIELD  
CAMPUS SENATE AY 2011/2012  
RESOLUTION 41-13  

Modifications in Policy for Determining Class Size  

WHEREAS, Appendix 5 of the Faculty Personnel Policies details existing policy for determining class size;  

WHEREAS, that policy may be unduly rigid and fails to take account of instructional resource management metrics;  

WHEREAS, Departments and/or Colleges may require more flexibility in determining both course enrollment caps and minimum enrollments than is currently allowed for under the policies; and  

WHEREAS, the proposed policy revision is consistent with current practice at UIS;  

THEREFORE, BE IT RESOLVED THAT that the Campus Senate of the University of Illinois at Springfield approves 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 School
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
School 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. 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 this criteria, the
   Dean should review the course syllabus, course requirements, and methods of student
   evaluation employed. No Undergraduate courses will not normally can be limited to fewer
   than fifteen (15) students. No Graduate courses will not normally can 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 Cancellation

It is expected that undergraduate 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. During the summer term, the enrollment requirement will be ten (10) students. Courses not meeting which do not meet enrollment requirements expectations or satisfy instructional resource management guidelines in effect,* with the exception of those which meet the concerns specified below, will may be canceled.

On 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 School 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 three (3) 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: