



## WNCC Administrative Procedure

<b>Title:</b>	Section Caps and Minimums
<b>Division:</b>	Educational Services
<b>Category:</b>	Faculty Workload
<b>Reference:</b>	BP-630 Faculty Workload AP-630.01 Faculty Workload Calculation Current Western Education Association and Western Community College Area Board of Governors Negotiated Agreement
<b>Number:</b>	AP-630.02
<b>Date of Approval:</b>	May 19, 2023
<b>Approval:</b>	John Marrin, Interim President

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### Purpose

The Western Education Association and Western Community College Area Board of Governors Negotiated Agreement states that the standard class cap for academic courses is 25 students. However, there are courses for which the section cap is lower based on resources, accreditation requirements, space capacity, or safety considerations. This procedure includes a table of those courses, establishes the section cap for each, and provides justification for the lower cap. It also includes the process by which course section caps are changed.

### Scope

All courses and sections offered at WNCC.

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### Definitions

*Cap* – the maximum number of students that can be enrolled in a particular course section.

### Procedure

1. Unless otherwise noted Appendix A, courses are capped at 25 students per section.
2. For courses with caps of 25, instructors are encouraged to take the wait list when there are no, or very limited, slots available in other sections of the course.

3. Some course section caps are set lower than 25. Those decisions are made by considering:
  - a. the method of instruction necessary to achieve the student learning outcomes
  - b. safety considerations
  - c. available space in the classroom
  - d. the amount of equipment and set up necessary for students to achieve the course learning outcomes
  - e. accreditation requirements
4. Any changes to the specified course section cap shall be approved by the Curriculum Committee, Faculty Assembly, and Academic Council.
5. If an institutional need exists to enroll more than 30 students in a course section, the division chair or program director, after consultation with the affected instructor, will forward a recommendation to the appropriate dean of instruction that the class cap be raised to 35 or higher, at the discretion of the instructor.

If a section cap is raised on a one-time basis, the dean of instruction will complete, on behalf of the instructor, an Employee Action Form requesting “student enrollment incentive” payment. The incentive stipend total dollar amount shall be calculated according to the rate agreed to in the Negotiated Agreement in effect at the time.

The form shall be processed at any time after the census date for the term (10-days or the end of the second week of classes for 16-week or full semester courses) after verifying that the final enrollment is above 30 students.

All requests for incentive payment must be approved by the Chief Academic Officer.

### **Revising this Procedure**

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

**Original Adoption Date:** Effective with the Fall 2022 semester

**Revision Date:**

**Sponsoring Division:** Educational Services

## APPENDIX 630.02A

### COURSE CAPACITIES

#### FOR EXCEPTIONS TO COURSE CAP OF 25

(all other courses have course cap of 25)

Last Revised: Spring 2023

Exceptions	Course Title	Cap	Rationale
AGRI xxxx	All AGRI courses	18 to 25	Room capacity is 18
ARTS 1200	Clay Animation	16	Art room space limited
ARTS 1550	Drawing I	16	Art room space limited
ARTS 1580	Drawing II	16	Art room space limited
ARTS 1650	Design Fundamentals I	16	Art room space limited
ARTS 1680	Beginning Watercolor	16	Art room space limited
ARTS 2400	Painting I	16	Art room space limited
ARTS 2430	Painting II	16	Art room space limited
ARTS 2450	Figure Drawing	16	Art room space limited
ARTS 2460	Sculpture I	16	Art room space limited
AUTB xxxx	All Collision Repair courses	15	Safety
	night classes	10	Safety

AUTO xxxx	All AUTO courses	15	Safety
BIOS xxxxL	All BIOS labs SB	20	Room capacity
	All BIOS labs SI	10	Room capacity
	All BIOS labs ALL	13	Room capacity
CHEM xxxXL	All CHEM labs SB	20	Room capacity
	All CHEM labs SI	10	Room capacity
	All CHEM labs ALL	13	Room capacity
DSLT xxxx	All DSLT Courses	15	Safety
DRAF xxxx	Varies	15, 22	Room capacity: 15 if class requires use of laptops, otherwise 22
EMSP xxxx	All EMSP classes	20	Max. instructor: student ratio
ENGL 0050	Developmental Writing	22	Amount of time to work with students individually
ENGL 0065	Integrated Reading and Writing	22	Amount of time to work with students individually
ENGL 0070	Reading Techniques	22	Amount of time to work with students individually
INFO 1100	Microcomputer Apps	22	Room capacity face-to-face classes only
ADNR 1112L	Fundamentals of Nursing Lab/Clinical	8 to 10	Program accreditation guidelines; instructor: student ratio; clinical sufficiency

ADNR 1141L	Adult Health & Illness Clinical	8 to 10	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADNR 1151L	Adult Health & Illness II Clinical	8 to 10	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADNR 1160L	Health Assessment lab	8 to 10	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADRN 2112L	Care of the Older Adult Clinical	8 to 10	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADNR 2122L	Principles of Pharm II Lab	6 to 10	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADNR 2126L	Psychiatric/MH Nursing Clinical	4 to 6	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADNR 2134L	Maternal Child Nursing Clinical	6 to 8	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADNR 2141L	Adult Health & Illness III Clinical	8 to 10	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
ADNR 2151L	Adult Health & Illness IV Clinical	6	Program accreditation guidelines; instructor: student ratio; clinical sufficiency

ADNR 2175L	Transition to Nursing Practice Clinical	24	Room capacity
LPNR 1270C	Med/Surg Nursing I Clinical	8	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
LPNR 1410L	Pharmacology I Lab	6 to 8	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
LPNR 2280C	Med/Surg Nursing II Clinical	8	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
LPNR 2290C	Care of the Family Clinical	8	Program accreditation guidelines; instructor: student ratio; clinical sufficiency
MEDT xxxx	All MEDT Classes	12	Accreditation and lab maximum
PHOT xxxx	All PHOT classes	12	Room capacity
PHED 1024	Yoga Flex	12	Room capacity
PHED 1026	Yoga/Pilates Mix	12	Room capacity
PHYS-xxxxL	All PHYS labs SB	20	Room capacity
	All PHYS labs SI	10	Room capacity
	All PHYS labs ALL	13	Room capacity
PHYS 1410L	Physics I lab	8	Lab setup time
PHYS 1420L	Physics II lab	8	Lab setup time

PHYS 2110L	Physics I with Calculus lab	8	Lab setup time
PHYS 2120L	Physics II with Calculus lab	8	Lab setup time
SPCH 1110	Public Speaking	22	Time to give speeches
SPCH 1200	Human Communication	22	Time to give speeches
SURT xxxx	All SURT courses	10	Program accreditation/authorization
THEA XXXX	All Dance Studio courses	12	Room capacity
WELD xxxx	all WELD courses	20	Welding booth numbers