EMC Instructional Services
Course Enrollment Capacity Limits – Change Guidelines and Form

Approved by the Academic Issues Team (AIT) on December 4, 2013

Purpose[1]

- To agree upon and document college practices and procedures used for setting course enrollment capacity limits at EMCC.
- To optimize course enrollment capacity limits (class-size maximums) to allow the maximum number of students opportunity to enroll in classes without negatively impacting student success.
- To develop strategies of facility usage which have a positive impact on student learning.
- To increase efforts to maximize the use of our current college facilities while managing and matching the available financial resources to achieve the following two goals of student enrollment management:
  - To work towards matching course capacity with space capacity to optimize efficient space utilization.
  - To identify if any classrooms need additional computers in order to increase caps.
- To determine a correlation between class size and student performance.
  - To review class enrollment and other supportive data to determine if increasing default caps from 30 to 32 maximizes the use of college resources without having a negative impact on student success.
- To measure how efficiently EMCC uses instructional classroom and lab spaces. Facility capacity is influenced by multiple factors, including the mix of courses, delivery modes, and operating hour assumptions.
- Analyze reported seating capacity versus district space standards and peer institution space benchmarks.

Definition

Enrollment capacity limits the maximum number of students who can enroll for the class. Enrollment Management at EMCC is a systemic approach to recruiting and retaining students for optimal college enrollments. This is part of the four "C's": comprehensiveness, community, completion, capacity- facilities / delivery options that meet the needs of our students.

---

[1] Purpose, Definition, and Goals are from the October 2013 draft of the Course Enrollment Capacity Limits Guidelines document.

Goals

(1) To work together to recommend course enrollment capacity best practices and business processes that are fair and equitable for instructors and students.

(2) To continue to align with other institutional planning initiatives that are compatible with and support EMCC's strategic planning efforts.

Process to Change a Course Enrollment Capacity Limit

1. Review the Proposal to Change a Course Enrollment Capacity Limit document.

2. Complete the Submission Form.

3. Present the Submission Form to the appropriate Division Chair for a decision. If a Division Chair is proposing the change to a course enrollment capacity limit, then s/he needs to review that proposal with the residential Faculty member/s teaching that course and consider her/his/their recommendation.

4. Present the Submission Form to the appropriate Dean for a recommendation.

4. Present the Submission Form to AIT for a recommendation.

5. Present the Submission Form, along with the history of recommendations, to the appropriate VP for a decision.

6. When a VP approves of a change to a course enrollment capacity limit, s/he alerts the appropriate Dean, who then notifies Scheduling.

Change in Course Enrollment Capacity

Submission Form

Course: _____

Intent: This is a request for an increase/decrease in course enrollment capacity. Please circle either "increase" or "decrease".

1. Opportunity Cost Calculations:

Class Size Cost/Benefit:
https://sp.estrellamountain.edu/opie/Resources_Docs/Enrollment%20Reports/Forms/AllItems.aspx

2. Professional Association Recommendations:

3. IC recommendations:

4. Enrollment capacity limits for the course at other colleges within the District

CGCC:	PVCC:
GWCC:	PC:
GCC:	RSCC:
MCC:	SCC:
	SMCC:

5. Restrictions (e.g. instructional practice, software licenses, available computers):

6. Student enrollment data by course/section & day/time/location for previous academic year, fall to fall:

http://www.estrellamountain.edu/opie/webforms/data-request-form