Procedures for Class Size Committee

**Charge:**

The Class Size Committee shall be charged with the responsibility of reviewing and recommending proposed modifications (if and when necessary) to the class size maximums (as posted on the College Governance website) to determine the maximum class size for all credit courses (or courses which are prerequisites for credit courses). Its recommendations shall be forwarded to the appropriate campus governance bodies for approval. Upon approval, resolutions will be forwarded to the President and Vice President for Academic and Student Affairs using the normal governance processes as described in Campus and College Governance Council Bylaws.

In its deliberations, the Committee shall consider the following information:

- Appropriate published research;
- Maximum class size limitations for similar courses at similar community colleges;
- Impact on other courses in the discipline/program;
- The fiscal impact;
- Physical constraints;
- Total number of students per faculty member; and
- Categories and subcategories of course (e.g. lecture, discussion, recitations, laboratory, workshop, seminar, internship, etc.) listed in the college catalog.

The committee should:

- Review and recommend proposals to faculty governance;
- Review proposal guidelines and proposal forms annually;
- Develop criteria for ensuring a consistent methodology in class size maximums;
- Determine when, under what circumstances, and how exceptions shall be made to class size maximums.

The Committee will strive to achieve consensus in all of its deliberations. In the event of a failure to arrive at consensus, the recommendation(s) of a majority of the Committee shall be forwarded to the appropriate governance bodies for consideration and possible approval. Faculty Governance will invite Class Size Committee members and proposers to attend governance meetings to present the proposals and will keep proposers and Committee members informed about all decisions. Faculty Governance will also post all votes to the Governance website.

**Composition**

The Class Size Committee shall be a college-wide committee consisting of nine voting members selected by the three governance bodies and two non-voting ex-officio members from the College administration. Each governance body shall select three of the voting members to this committee; the method of selection will be determined by each governance body. The three voting members from each campus should be tenured. At least two of the three must be full-time Unit III (Faculty Association) members. Service on a curriculum or academic standards committee (campus or college) is also desirable. Exempt administrators shall be excluded from eligibility for voting membership on the Committee. The non-voting College administration representatives to this committee shall be the Vice President for Academic and Student Affairs or a representative and a Campus Dean of Instruction or equivalent. The Campus Dean of Instruction should annually rotate from each of the three campuses.

Faculty members selected to this committee shall serve for two year terms. In order to provide continuity for the committee, the initial appointment of terms should be staggered. In the event faculty serve by virtue of a
position held in the governance body, then the term of office on the Class Size Committee shall run concurrently with the duration of the governance position.

The chair of the Committee, who shall serve for a two-year term, shall be elected from the voting members of the Committee.

Procedure

Proposals to change class size maximums for existing courses may be submitted to the Class Size Committee by any full-time faculty member of the College Community. The author of the proposal shall electronically submit the proposal to the Chair of the Class Size Committee. Forms required for submission may be downloaded from the Governance website at http://www.sunysuffolk.edu/Governance under the Class Size Committee link.

Letter of Intent Form
The Letter of Intent form must have a brief description of the proposal. The form must be submitted to the Associate Vice President for Academic Affairs. The Associate Vice President may attach comments. Once the Letter of Intent is complete, it must be transmitted electronically using the College’s current standard word processing software along with the completed proposal to the Chair of the Class Size Committee.

The Chair of the Class Size Committee will review the form and proposal for completeness and departmental votes. The departments from all campuses listed in the college catalog as offering or potentially offering the course must have the opportunity to respond to the proposal and vote on it. The Chair will submit the completed proposal to the Governance webmaster to be posted on the Governance website. The Chair of the Committee will also notify the appropriate governance chairs, Deans of Instruction (or equivalent), and all Academic Chairs of affected departments of the meeting date when the Committee will be reviewing the proposal.

Timeline for Proposals

Proposals must be submitted electronically to the Class Size Committee Chair, on the forms specified by the Committee, at least four weeks prior the first scheduled meeting of the Committee each semester as posted on the Governance website. The Committee shall meet not less than once a semester and the dates of those meetings will be posted before the start of each academic year.

The Chair of the Class Size Committee shall advise the governance chairs and the Committee members of the posted proposal.

The Committee shall meet on the scheduled dates to review the proposals and if necessary ask for additional information from the proposer. The Committee may vote on the proposal at that time or meet a second time to consider any additional information and vote on the proposal then.

Any proposal rejected after the second meeting for insufficient information by the Committee may not be resubmitted for at least two years.

Recommendations and Approvals

The Committee’s recommendation(s) shall be forwarded to the appropriate governance bodies for review and possible approval. If the proposed change affects a course offered on only one campus, only that campus’ governance body needs to approve the proposal. If the course is offered on more than one campus, the proposal must go to all three governance bodies for approval; however, if one of the campuses does not offer the course, the governance body may abstain from voting on the proposal. Upon approval, the proposal will be forwarded
to College Administration following the governance processes as outlined in Campus and College Governance Council Bylaws.