

Committees, Councils, & Workgroups

Course Caps Task Force

Task Force Members:

Aaron Brown, Vice Chancellor Business and Financial Services, RCCD

Abel Sanchez, Assistant Professor, Biology, MVC

Carlos Lopez, Vice President Academic Affairs, MVC

Dariusz Haghighat, Professor, Political Science, RCC

Fabian Biancardi, Professor, Political Science, MVC

Jennifer Floerke, Associate Professor, Communication Studies, MVC

Kathleen Sell, Associate Professor, English, RCC

Kathryn Stevenson, Assistant Professor, English, MVC

Kevin Mayse, Associate Professor, Music, RCC

Mark Sellick, Professor, Political Science, RCC

Melissa Bader, Associate Professor, English, NC

Peggy Campo, Associate Professor, Anatomy & Physiology, NC

Peter Boelman, Associate Professor, Economics, NC

Rhonda Taube, Professor, Art, RCC

Samuel Lee, Vice President Academic Affairs, NC

Susan Mills (Chair), Vice Chancellor Educational Services & Strategic Planning, RCCD

Wolde-Ab Isaac, Chancellor, RCCD

Minute Recorder:

Rebecca Turner

Meeting Information:

The Course Capacity Task Force is charged by the District Strategic Planning Council to improve institutional effectiveness through assessing the historic and current course caps that are used within RCCD. Four principles will inform this work as the Task Force strives to achieve a balance among:

- 1) Academic integrity
- 2) Course efficiency
- 3) Workload equity
- 4) Financial Sustainability

Meeting Frequency:

As needed basis, during primary semesters

**OFFICE OF THE VICE CHANCELLOR
EDUCATIONAL SERVICES AND STRATEGIC PLANNING**

Reassessment of Course Caps

Meeting Minutes from Thursday, March 28, 2019
CAADO, Conference Room 309
2:00-3:00 pm

MEETING MINUTES

Meeting called to order: 3:04 p.m.

Present: Wolde-Ab Isaac, Susan Mills, Aaron Brown, Mark Sellick, Fabian Biancardi, Jennifer Floerke, Kevin Mayse, Kathleen Sell, Peter Boelman, Rhonda Taube, Peggy Campo, Kathryn Stevenson, Rebecca Turner

Absent: Carlos Lopes, Samuel Lee, Melissa Bader, Dariush Haghighat, Abel Sanchez

1. Review

The Course Capacity Task Force is charged by the District Strategic Planning Council to assess historic and current course caps by aligning with the following principals:

- Academic Integrity
- Course Efficiency
- Workload Equity
- Financial Sustainability

The phases of this work are as follows:

Phase 1: Review historical information on course caps. Obtain and review current practice on course caps. Identify and review best practices from other districts/colleges.

Phase 2: Develop a process for review and revision of course caps.

Phase 3: Implement the process for revision of course caps.

Phase 4: Consider other issues critical to institutional effectiveness, such as enrollment management practices, efficiencies in facility utilization, and scheduling and reassigned time.

The task force is currently in phase one and have reconvened to revisit course caps, current practices on caps, and to identify and review best practices. The task force determined it would be helpful to have course caps information from other multi-college districts. Chancellor Wolde-Ab Isaac suggested using the ListServ to obtain this information.

2. Historical Course Caps

Kevin Mayse, Associate Professor, Music discussed a prior conversation with Tom Allen one-two years prior regarding whether or not caps were contractually negotiated. Kathleen Sell, Associate Professor, English recalled that this was more to do with efficiencies and room cap. The document seems to have been revised sine 98' as there are honors courses listed that were not yet in effect at that time. The language in the contract was likely updated as of the 2015' negotiations.

Chancellor Wolde-Ab Isaac discussed the ground rules and pressed the equal importance of balance in pedagogical and financial requirements. Inevitably programs will have different ratios making it a challenge to set a uniform standard. Every course and program is apportioned the same way when the budget is allocated, however some programs subsidize others. The task force must look at what is effective. Anomalies will occur within the district college to college

The task force discussed the potential options for tackling. Chancellor, Wolde-Ab Isaac recommended pairing disciplines into clusters (CTE areas, sciences, humanities, social sciences etc.). The other option would be to go through the historic document course-by-course and make recommendations. The goal is to remain at our highest performance maintaining the quality of the education, not just the funding. We need to make both of those targets. Looking at the complexity of the work and breaking it into smaller pieces will help the task force arrive at a baseline. We must be economically and pedagogically sound. The task force needs to first agree on the ground rules and adopt principles as a group before addressing the targets.

3. Historic Caps

Carol Farrar, Vice President of Academic Affairs reviewed some historical information regarding targets.

In 2010

District-wide 536
Wish - 950 k for Wish

In 2017

District-wide 495
Wish - 980k

Vice Chancellor Susan Mills discussed the numbers for Winter 2018/Spring 2019 for all sections pulled by Scott Tracy, Director Administrative Applications. Numbers listed on the report seemed to conflict between section and course caps. The report will need to be more specific and cleaned up to reflect a more accurate capture for comparison.

4. Information form Mt. San Jacinto College

Vice Chancellor Susan Mills discussed the State Academic Senate document, *Setting Course Enrollment Maximums: Process, Roles, and Principles*. Within this document it is suggested to start in the discipline for course cap recommendations, which is then integrated into a curriculum committee discussion. The document also states course caps be included on the Course Outline of Record. The task force agreed that the District Curriculum Committee should be part of this discussion and will be invited to the next meeting.

Action Items

- Dr. Mills will go on ListServ for multi-colleges, examples
- Work on identifying numbers as a district (DEMC, by clusters last 3-4 years)
- Dr. Mills work with IT to clean up excel file
- Kathleen Sell, Kathryn Stevenson, and Peggy Campo will work on drafting principals.