

Excerpt from the May 7, 2012 Senate Meeting Minutes – p. 4

Standing Committee Reports

a) Faculty & Professional Staff Affairs Committee – Dr. Audrey Fisch, Chairperson

Statement on Maximum Class Size: The following report was provided:

The purpose of establishing enrollment CAPS, i.e., a maximum number of students in a class section, is to foster an educational environment that maximizes student learning.

The factors that shall be considered when establishing CAPs include (but are not limited to): a) course pedagogy, b) the student learning outcomes of the course, c) classroom, laboratory and studio sizes, d) equipment and technology availability, e) faculty and staff availability, f) safety requirements including fire and HAZMAT regulations, g) budget, h) NJCU's commitment to small class sizes, i) accreditation/certification requirements, j) recommendations of national academic associations, k) past practice, and l) union contracts and labor-management agreements.

Course CAPs are established as part of the course approval process and are included in the permanent and temporary course approval documents.

Potential increases or decreases to course CAPs constitute changes to course approval documents and as such require submission, and approval through the governance process, using the "change to an existing course" option on the submission form for "permanent course approval."

As part of the temporary course approval process, the CAP for a particular section(s) of a course during a particular semester/session may be raised subject to administrative approval. However, such changes should only occur after open discussion and consultation among affected faculty, chairs, and deans.

Changes to course CAPs beyond the particular semester/session should be treated as changes to permanent approved course parameters and subject to established procedures for such changes (including curriculum committee and Senate review).