



POLICY NUMBER: SLCC-IS-102

POLICY AND PROCEDURES MEMORANDUM

Title: SLCC Policy on Large Group Instruction

Effective Date: Maymester 2011

Date of Last Revision: 5/16/2011

Cancellation:

Office:

SLCC Policy on Large Group Instruction

SLCC recognizes that under some circumstances it may be desirable to allow a course to enroll significantly beyond its capacity. This situation may exist, for example, during an enrollment surge or when an instructor unexpectedly becomes unavailable near the start of a semester. In these situations oversized classes (Large Group Instruction) may be permitted. Oversize classes will be approved and instructors compensated according to the following guidelines:

To be eligible for designation as a Large Group Instruction (LGI) class, a course must have a minimum capacity of 26 students.

Over enrollment of up to four students does not create a LGI section.

Once a class achieves enrollment capacity and over enrolls by four students, additional enrollment creates an LGI class and the instructor is compensated according to the following schedule.

Over enrollment by 1-10 students (ex. $26 + 4 = 30$, plus 1 thru 10 additional students = 31 to 40 students) to be compensated as a **LGI** section. [**Note:** the example assumes an enrollment capacity of 26].

Over enrollment by 11-20 students (ex. $26 + 4 = 30$, plus 11 thru 20 additional students = 41 to 50 students) to be compensated as a **double LGI**.

Over enrollment by 21-30 students (ex. $26 + 4 = 30$, plus 21 to 30 additional students = equals 51 -60 students) to be compensated as a **triple LGI**.

Compensation for LGI sections is based upon the Instructor's adjunct rate. The added compensation for a LGI section is to be 50% of the instructor's adjunct course rate, for a double LGI it is 75% of the adjunct course rate, and for a triple LGI it is 100%.

Calculation of course enrollment is as of the close of business on the 14th day of class for Fall and Spring semesters, and on the 7th day of class during summer semester. All LGI sections must be approved in advance by the Department Chair AND Dean. Faculty participation is voluntary. No faculty are guaranteed LGI Classes. LGI courses are approved based on the needs of the students and the College.

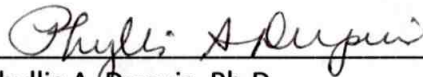
Reference:

Policy Reference:

Review Process:

<i>x</i>	Reviewing Council/Entity	Review Date	Effective Date
<i>x</i>	<i>Cabinet Approval</i>	<i>4/18/11</i>	
	<i>Vice Chancellor for Academic and Student Affairs Approval</i>		
	<i>Vice Chancellor of Administration and Finance Approval</i>		
<i>x</i>	<i>Chancellor Approval</i>	<i>1/26/12</i>	

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