ATTENDEES
Gaither Loewenstein         Deborah Makin       Tom Wagner
Diane Dieckmeyer            Jim Morrison
Fernando Salcedo             Carol Farrar
Melissa Bader                   Debra Smith
Mark Lewis                       Patty Worsham

ABSENTEES:

ONLINE CAPS
Our discussion today regards whether or not to adjust online caps.

a) Enrollment growth is the most important source of “new” money
b) Missed support for state growth money is lost forever
c) To obtain state apportionment, the DISTRICT must grow by 5%
d) Industry standard online caps are 25-50 students
e) Teaching online classes is not mandatory

How do we obtain enrollment growth?
   a) More students
   b) Figure out who got turned away & figure out why they were turned away
   c) Eliminate barriers to access
   d) Build a schedule to fit our student needs.
   e) Increase incentives for large lectures.

CONCERNS and ANSWERS
1. Faculty are encouraged to discuss their class cap concerns individually with Dr. Loewenstein.
   A. The District will adjust caps, not the individuals. It will be a district decision.
2. As Department Chairs we have not had time for discussion with online instructors or our disciplines.
   A. Department Chairs were asked weeks ago to have discussions with online instructors.
3. Large online classes require a few more days for grading.
4. How does taking online classes affect attrition rate compared to a face to face class?
   A. If the online cap was raised to 45, 40% of the classes would be at 35 students at census.
5. Should a universal cap be imposed for online classes?
   The following are personal opinions:
   Keep at 35 if those that teach them agree.
   Agrees that time is needed to collaborate. Impose old caps.
   Small caps should still be imposed for beginners.
6. If cap is set at 45, would there be any consideration to individual faculty?
   A. No. Must be a district decision. Limit on load to 40%
7. A concern to keep in mind is that instructors teaching 4 & 5 unit classes could only teach 1 in their load. Would prefer to see a % of the load reflected.
A. Decision will be made during the Academic Council Meeting April 17.

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<tr>
<th>NEXT ACADEMIC PLANNING COUNCIL MEETING</th>
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<tr>
<td>(DEPARTMENT CHAIR MEETING)</td>
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<td>Friday, May 11, 2007 9:30 to 11:00 ------ST 108</td>
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