

Class Size and Support

Background

In 1999, the IU Board of Trustees directed each campus to establish a minimum class size and a mechanism for enforcing this standard. The policy became effective in the Spring 2000 semester. At IUPUI, the minimum class size for undergraduate courses numbered 000-499 is 10 students and the minimum class size for graduate courses numbered 500 and above is 6 students. Labs, independent studies, clinicals, and all courses taught by associate/adjunct faculty were excluded from the minimum. Jointly offered courses offered at the same time and place are also exempted providing that the total enrollments are above the appropriate minimum. Schools retained the right to establish higher minimum levels. More information is available at <http://registrar.iupui.edu/low-enrollment/>.

“SPEA’s philosophical statement developed at the time the SPEA class size policy was passed is as follows: Many factors are considered in developing the schedule of classes. We believe that the paramount consideration is to accommodate student needs. To sustain a viable classroom, sufficient students should also be enrolled. Course minimums and maximums may vary by class type and content.” (IUPUI SPEA Class Size and Support Policy, n.d.)

The SPEA faculty has reaffirmed that Associate Faculty class sizes and capstone classes should be limited to promote effective teaching.

Policy (*Orig. 2000 or 2001*)

Although exceptions may occur, general class size guidelines will be:

- a. Undergraduate: minimum 15
- b. Graduate: minimum 10
- c. Classes exceeding the maximum will still attempt to accommodate students for the scheduled classes. Alterations will be made for future schedules.

The maximum number of students in capstone courses will be 25 students.

The maximum number of students in Associate Faculty taught classes will be 40 students.

Faculty in their first year of teaching at SPEA IUPUI will receive teaching assistant support.

Faculty teaching large classes (85 or more students) will receive teaching assistant support.

Responsibilities

- ✓ The Program Directors consult with faculty to determine the schedule.
- ✓ The Associate Dean is responsible for resolving conflicts between the faculty and Program Directors
- ✓ The faculty member is responsible for making the case for an exceptional high workload for third priority consideration.

Procedure

Class Size

1. Prior to scheduling, Program Directors will consult with faculty to determine the schedule, including classes to be taught and target size for these courses. Program Directors will attempt to meet the needs of faculty, including room location, days, and meeting times. Although Program Directors will seek to honor faculty preferences, the directors’ first priority must be to schedule classes so that they meet student needs and are justifiable financially.

2. If a disagreement arises between a faculty member and a Program Director about class scheduling, the Associate Dean shall meet with the faculty member and Program Director to resolve the disagreement.
3. The Program Director communicates class size limits other than those in the policy to the Program Manager – Dean’s Office, who administratively limits the class size in the Registrar’s course database.

Support for Teaching Large Classes

1. Each year, the Associate Dean determines how many teaching assistants will be built into the school budget, based on anticipated budgetary and programmatic needs.
2. The Program Manager – Dean’s Office provides the Associate Dean with class size information from enrollment reports.
3. The Associate Dean and Program Directors determine actual assignments in August and December when workloads for each semester can be anticipated.
4. Assignments will be made on a priority basis.
 - a. First Priority – Faculty with course enrollments of 85 or more students as determined by the sum of enrollments in two 3-credit courses.
 - b. Second Priority – Faculty who may have less than 85 students, but the nature of their classes demands exceptional effort. For example, courses which carry a large number of written assignments (statistics, capstones, etc.) might be included in these exceptions.
 - c. Third Priority – Faculty who can demonstrate an exceptionally high overall workload for the semester. This will include consideration of overall teaching responsibilities, service commitments, and research efforts. In these cases, it is the responsibility of the faculty member to establish the ‘need’ to the appropriate Program Director and Associate Dean.

Additional Incentives

1. Faculty who teach large classes may also be eligible for financial incentives under the Salary Coverage Incentive Plan.

Documentation

- ✓ Enrollment reports
- ✓ Salary Coverage Incentive Plan