

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. ES 4.03	Page 1 of 5	Effective Date: 08/31/15
DIVISION:	Educational Services	
SUBJECT:	Conducting Classes with Less Than Ten Students	
AUTHORITY:	Minute Order #26-09	
PROPOSED BY:	<i>Original Signed by Elton E. Stuckly, Jr.</i>	
TITLE:	Executive Vice Chancellor & Chief Operations Officer	Date: 08/31/15
RECOMMENDED BY:	<i>Original Signed by Elton E. Stuckly, Jr.</i>	
TITLE:	Executive Vice Chancellor & Chief Operations Officer	Date: 08/31/15
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 08/31/15

STATUS: Approved by the Chancellor 08/31/15

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 Approved 02/02/81 by Minute Order #3-81
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POLICY

It is the policy of Texas State Technical College to conduct classes with ten or more students to maintain operational efficiency. However, classes of less than ten students may be held if the Board of Regents considers them to be necessary and justifiable.

The Board of Regents considers a class of less than ten students to be necessary and justifiable if the class is:

- operated on a cost-recovery basis;
- a required course that is necessary for graduation;
- required for students to maintain the proper sequence of courses in order to progress through their programs of study;
- offered as part of a new program;
- the only section of a course that is offered in the term at that location;
- offered for the first time;
- mandated for state remediation;
- limited by laboratory facilities;
- taught by faculty on a voluntary basis as excess load without additional compensation;
- scheduled to allow students to complete a program that is being terminated;
- alternatively scheduled in the evening or on a weekend;
- taught through a contractual arrangement which recovers instructional cost; or
- scheduled to meet needs of students requiring special accommodations.

The Chancellor or designee will review enrollment data prior to the census dates designated by the Texas Higher Education Coordinating Board and take all necessary action to ensure that the small classes offered on each campus are only those that conform with this policy.

PERTINENT INFORMATION

The Texas Higher Education Coordinating Board (THECB) defines Organized Classes as classes whose primary mode of instruction is lecture, laboratory, or seminar. A class is organized when the students have registered and have paid tuition and fees or established with a signature an accounts receivable. The THECB defines a Small Class as undergraduate level organized classes with less than 10 registrations and graduate level classes with less than five registrations. [Source: THECB Glossary of Terms, December 4, 2012.

Texas State Technical College (TSTC) defines a small class as any class with less than ten students as of the official census date of the semester, in which there is a teacher and in which the class meets in a scheduled location at a specified time according to the official class schedule. This definition does not apply to students enrolled in courses with individualized instructional methods such as clinical, co-op, internship, etc.

DELEGATION OF AUTHORITY

The Board of Regents shall direct the chancellor or other officials to review enrollment data prior to the designated THECB census date and take all necessary actions to ensure that the

small classes offered on each campus are only those that conform to established policies on small classes.

OPERATING REQUIREMENTS

1. Each academic year, the Associate Vice Chancellor for Student Learning will establish for each TSTC location a target for small classes as a percentage of all classes held in a semester, consulting with instructional administrators in determining this percentage.
2. Prior to the official census date of each semester, the Associate Vice Chancellor for Student Learning or designee will review enrollment data and take all necessary action to ensure that the small classes offered at each location are only those that conform with established policy and operating requirements on small classes. Although a small class satisfies the conditions contained in this Statewide Operating Standard (SOS), the campus academic officer may elect not to conduct the class.
3. Following the official census date of each semester and upon request, the campus academic officers will prepare a report of all classes meeting with less than ten students and forward it to the Associate Vice Chancellor for Student Learning for final review and action.
4. The following types of classes with less than ten students will be excluded from the small class report:
 - a. continuing education classes (CE academic level);
 - b. non-transcribed classes (NT credit type);
 - c. classes with a section status of Pending or Cancelled;
 - d. classes with instructional methods of Clinical (CLN), Coop (COP), Internship (INT), Practicum (PRC), and Distance Learning (DL1-5);
 - e. classes with ten or more students registered as of the census date of the class; and
 - f. classes that are cross-listed if the combined enrollment total is ten or more students.
5. Cross-listing is the process used to designate class sections that meet concurrently, sharing meeting times and faculty. Students may enroll in only one of the sections that are cross-listed.
6. Classes with six or fewer students will be categorized using one of the following justification codes:

Code 11. Required for graduation. The course is not offered each semester or term and, if cancelled, will negatively affect the date of graduation of those enrolled.

Code 12. Proper sequence in program progression. The course is required for majors in the field and should be completed within the term to maintain the proper sequence of courses.

Code 13. New program. The course is part of a new program start-up. After three years, this code cannot be assigned to small class sections of this course.

Code 14. Single section offered for term. This is the only section of this course scheduled for the term at a specific location.

Code 15. First offering. The course is being offered for the first time.

Code 16. Mandated remediation. The course complies with State of Texas requirements for TSI remediation as stipulated in the current TSTC Texas Success Initiative Plan. This code can be assigned only to those courses coded specifically for TSI remediation.

Code 17. Limited laboratory facilities. The course is size-limited by the availability of specialized laboratory or clinical facilities.

Code 18. Faculty excess load without compensation. The class is offered on a voluntary basis by a faculty member and is in excess of the teaching load requirement and for which the faculty member receives no additional compensation.

Code 19. Phased out program. The course is part of a program that is being terminated and is scheduled to allow current students to complete the program.

Code 20. Alternative scheduling. The course is scheduled after 5 pm and/or on a weekend day.

Code 21. Contracted course. The course is taught through a contractual arrangement that recovers instructional costs. Typically used for classes taught at a high school for dual or early college credit or delivered to a business/industry as part of a contracted training agreement.

Code 22. Special accommodations. The course is offered for a group of students requiring special accommodations when the cost savings for the class outweigh the cost of providing accommodation to individual students.

7. The Associate Vice Chancellor for Student Learning will analyze small class data and will create a report for the Vice Chancellor for Operations. This report will include an analysis that justifies the continuation of small classes that do not meet the criteria and that the Associate Vice Chancellor for Student Learning recommends be continued.

8. The Vice Chancellor for Operations will review the small class report from the Associate Vice Chancellor for Student Learning and will document his approval or return the report to the Associate Vice Chancellor for Student Learning unapproved.

PERFORMANCE STANDARDS

The fulfillment of this SOS will be judged by the following criteria.

1. The number of classes with three students or less is kept to an absolute minimum.
2. The percentage of small classes at each location is within the target percentage established annually by the Associate Vice Chancellor for Student Learning
3. Reports are prepared in a timely manner and in accordance with procedures.