



# INSTRUCTIONAL OPERATIONS MEMORANDUM

**DATE:** \_\_\_\_\_

**TO:** Vice President, Academic Affairs

**FROM:** Class Size Committee

**SUBJECT: MAXIMUM CLASS SIZE – 1 Form Per Course**

On \_\_\_\_\_ a department/division committee met to  
(date)

determine the maximum class size for the following course:

\_\_\_\_\_  
(Prefix, Number and Full Course Title are Required )

Is this a new course?  Yes  No If not, the maximum class size currently on record in  
Instructional Operations (T-106) is \_\_\_\_\_ .

The committee by a majority recommends a maximum class size of \_\_\_\_\_.

Please list the rationale for the new maximum class size recommendation below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with Rio Hondo College District’s Collective Bargaining Agreement with the Rio Hondo College Faculty Association, the committee is submitting this recommendation to you for your approval. The committee was composed of three administrators and three full-time faculty members in the department/division, (See Article 7.3 of the RHCFA Collective Bargaining Agreement).

1.) \_\_\_\_\_  
(full time faculty originator’s signature)

4.) \_\_\_\_\_  
(Administrator’s signature)

2.) \_\_\_\_\_  
(full time faculty signature)

5.) \_\_\_\_\_  
(Administrator’s signature)

3.) \_\_\_\_\_  
(full time faculty signature)

6.) \_\_\_\_\_  
(Administrator’s signature)

**Approved**

**Denied**

**Pending Review**

\_\_\_\_\_  
Entered /Banner - \_\_\_\_\_

\_\_\_\_\_  
Vice-President, Academic Affairs Date