

Procedure Title: Stacking Courses
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Accountable Administrator: Vice President, Instruction
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Purpose/Principle:

Stacking courses is a means by which low-enrolled, differently numbered courses with suitably similar curricula can physically be combined to form a larger class of students. Where enrollments exceed the normal maximum class size of any one of the stacked courses, instructor agreement is required (Bargaining Agreement Article 16. Section D7c)

Definition/Procedures:

To be eligible for stacking, two or more class sections being considered for stacking must meet all the following criteria:

1. For synchronous courses, the meeting times and class durations must remain within the Instructional Unit Credit calculation defined by contract.
2. The courses in question must have the same instructor.
3. The courses in question must have curricula that complement the other courses in the stack. To insure complementary curricula, the stacked courses must meet one of the following criteria:
 - a. The courses are activity or applied courses where students are practicing a common set of skills where each student is at a different level in part due to his/her educational level. (e.g. music performing-ensemble courses)
 - b. The courses feature parallel courses of study with many content “intersections” such that no group of students would be denied the level of education that would be available in a normal offering of the courses in question.
 - c. The courses feature a level of asynchronous design (e.g. individual study) where no physical meeting time and no intermixing of the students is necessary.

The instructor will work with the Office of Instruction on stacking arrangements. In order for the courses to be stacked both the instructor and Office of Instruction must agree that the stacked arrangement meets the above criteria. In the event no agreement is reached, the college may cancel either of the courses or offer the low enrollment course as per Faculty Bargaining Agreement.