



OntarioLearn Procedure

PROCEDURE TYPE:	Administrative
PROCEDURE TITLE:	Course Section Maximum Procedures
PROCEDURE NO.:	ADMIN-005.1
RESPONSIBILITY:	OntarioLearn Policy Committee
APPROVED BY:	OntarioLearn Board of Directors
EFFECTIVE DATE:	November 2011
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Introduction

It is recognized that the optimal course section size varies from course to course and may be impacted by the course design; a workload arrangement between the host college and their instructor, or other circumstances.

This procedure outlines the structure by which a host college can establish a course section limits for the courses that they host through OntarioLearn.

Definitions

Registering college: The College where the student is registered.

Host college: The College who owns/delivers the course.

Procedures, Roles and Responsibilities

1. Host Colleges review “past enrollment activity” and available “preliminary enrollment data for each intake” to determine the number of course sections that are to be available for an intake and the enrollment maximums for each course section.
 - a. Host colleges, in consultation with their instructors, determine appropriate workloads for their instructors.
 - b. Host colleges determine if additional instructors are to be hired to accommodate additional course sections.
2. Host colleges are required to update the OntarioLearn portal with the course section maximums for each course that they host no later than one week prior to the intake start date.
3. Host colleges monitor their course sections sizes throughout the registration period for each intake and advise the OntarioLearn Administrator of any course section size changes.
 - a. Host colleges advise the OntarioLearn Administrator and registering colleges of any courses where registrations are to be closed early.

- b. In the event that course section(s) are maximized and no additional sections are to be added, additional registrations will not be accepted and registering colleges will be required to notify their affected students accordingly.
4. Each course is evaluated by students at the end of the course to identify possible issues that impact the overall course delivery. In the event that a negative result is attributed to a large section size, the OntarioLearn Executive may impose section size limitations for the course. The host college may be required to:
 - a. Modify the course by the next intake to address identified course design and usability issues in order to continue with their desired course section size maximum.
 - b. Lower the section size maximum for future intakes for course sections assigned to a specific instructor and/or
 - c. Lower the section size maximum for future intakes for a course to accommodate the existing course design.

Accessibility and AODA considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Related policies, procedures and directives

Course Section Maximum Policy (OL-ADMIN-001)