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## DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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**Procedure Number:** ISyE P 07.1  
**Subject:** Class Size Determination  
**Date Issued:** Draft  
**Supersedes:** None  
**Written by:** IE Chair  
**Approved by:** IE Executive Committee  
**Review/Approved Date:**

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### 1. Purpose:

The purpose of the following procedure is to define the general policies, guidelines, and steps followed in the IE Department to establish group instructional class sizes that meet the needs of our students and help ensure fair and equitable faculty workloads.

### 2. Scope:

This procedure applies to formal group instructional IE classes and the IE Faculty who teach them. The procedure addresses the department policy for the minimum number of students enrolled in order for any class to be counted as a 25% semester workload assignment, and the roles and responsibilities of the IE Area Groups and the IE Chair in establishing the minimum enrollment size of each formal group instructional class at the 100-600 level listed in the timetable.

### 3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
IEP 01.1	Semester Timetable Planning & Development

#### Other Documents

[Principle and Definitions for Assigning Faculty Workload in Industrial Engineering -23 Jan 98](#)

### 4. Policy and Guidelines:

**NOTE 1:** The IE Department Chair is the agent of the IE Executive Committee for the purposes discussed in this document. References in the remainder of this document are to the Chair in that capacity.

**4.1** It is the responsibility of each area group convener as defined in **IEP 01.1 (Semester Time Table Planning & Development)** to provide to the IE Department Chair a proposed list of undergraduate and graduate level courses to be offered each semester based on the needs of the students and the offering frequency and minimum class sizes defined in Note 2.

**NOTE 2:** To allow our IE students the opportunity to do better course planning and provide sufficient class availability, the IE Department will plan on offering the following Core Program and Design Elective Courses according to the scheduled frequency and minimum enrollment limits to be specified in the timetable as shown below. This plan may need to be revised by the IE Chair based on budget and other resource limitations that may arise.

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### **CORE PROGRAM COURSES**

Course Number	Fall Semester	Spring Semester	Minimum Enrollment Limit in Timetable
IE 313	Yes	Yes	60
IE 315	Yes	Yes	60
IE 320	Yes	Yes	60
IE 321	Yes	Yes	60
IE 323	Yes	Yes	60
IE 349	Yes	Yes	60
IE 415	Yes	Yes	60
Total Number of Offerings	7	7	

### **DESIGN COURSES**

Course Number	Fall Semester	Spring Semester	Minimum Enrollment Limit in Timetable
<b>Junior</b>			
IE 466	No	Yes	40
IE 510	Yes	No	40
IE 564	Yes	No	40
IE 575	Yes	No	40
IE 653	Yes	No	40
IE 662	No	Yes	40
IE 691-EPICS	Yes	Yes	NA
<b>Senior</b>			
IE 476	Yes	Yes	30
IE 515	Yes	No	30
IE 552	No	Yes	30
IE 565	No	Yes	30
IE 641	No	Yes	30
Total Number of Offerings	7	5	

- 4.2** It is the responsibility of the IE Department Chair to review the proposed course offerings of each area group and ensure that the requirements of Note 2 are met, or that any deviations are addressed and resolved prior to the submission of the final approved timetable.
- 4.3** It is the responsibility of the IE Faculty Member who proposes to teach any course with a potential enrollment of less than 10 students to make arrangements with the IE Department Chair in advance of the timetable submission to have a backup plan consisting of either guaranteed teaching buyout funds or the offering of another assured enrollment course in that semester (or possibly the next semester) as insurance should the potentially low enrollment course be cancelled.
- 4.4** It is the responsibility of the IE Department Chair to ensure that at least 10 students are enrolled in order for a class to be offered, held, and counted as a 25% semester teaching workload assignment as defined in the document entitled **Principle and Definitions for Assigning Faculty Workload in Industrial Engineering - 23 Jan 98**.

**NOTE 3:** In a case where an IE Faculty Member wishes to teach a class with less than 10 students without getting credit toward his or her semester teaching load, they may do so. If in a subsequent semester the IE Faculty Member again wishes to teach a class with less than 10 students, then he or she will get the normal 25% semester teaching workload credit for that

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semester provided the total enrollment of the two classes combined exceeds the 10 student minimum.

**NOTE 4:** Special needs and exceptions may arise that require some flexibility related to the 10 student minimum enrollment and teaching workload credit policy, especially in the case of 800 and 900 level graduate seminar classes. Such cases may be negotiated with the IE Department Chair.

**4.5** It is the responsibility of the IE Department Chair to review this procedure on an annual basis at a minimum, and make revisions deemed to be necessary in light of changing student and department needs and available resources.

#### **5. Procedure:**

**NOTE 5:** The procedural steps to be followed in carrying out the above policy are addressed in IEP 01.1 – Timetable Planning.

END OF PROCEDURE