



SIDE LETTER

between the
MiraCosta Community College District &
MiraCosta Community College District – Faculty Assembly
25-02

This side letter reflects the shared understanding between the MiraCosta Community College District and the Faculty Assembly regarding Section C.13.4 of the 2025–2028 Faculty Assembly Agreement with respect to the Class Size Maxima (“CSM”) process:

1. Section C.13.4 provides as follows:

“This process allows faculty to request a class size maximum (CSM) for new courses and changes to existing courses.... When requesting the establishment of or change to a CSM, the department chair/designee shall submit a “Class Size Maxima Proposal Form” requesting one of the following....”

2. This side letter clarifies that faculty who choose to maintain the comparable or default CSM as established in the curriculum process, including for honors, labs, or equivalent courses, are not required to engage in the CSM process as outlined in Section C.13.4. The CSM will be confirmed during the technical review process.
3. The CSM process described in Section C.13.4 shall be reserved exclusively for requests to change the default CSM for all new courses, changes to existing courses, and any proposals for pilot CSM adjustments.

The side letter will become effective upon approval and shall remain in effect until June 30, 2028.

Sunita V. Cooke, Ph.D.

Mary Gross, M.S.

A stylized signature of Sunita V. Cooke, consisting of a large 'S' and 'C' intertwined.

[Sunita Cooke \(Oct 20, 2025 17:17:41 PDT\)](#) 10/20/2025

Signature _____ Date _____
Superintendent/President
MiraCosta Community College District

A handwritten signature of Mary Gross, appearing as 'M Gross' in a cursive style.

[Mary Gross \(Oct 20, 2025 16:56:04 PDT\)](#) 10/20/2025

Signature _____ Date _____
President
MiraCosta College Faculty Assembly

FA 25-02 Side Letter Class Size Maxima

Final Audit Report

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