

# **Boston University Metropolitan College Online Facilitator Allocation Guidelines**

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*(Updated July 1, 2020)*

The ratio of the number of teaching team members to the number of enrolled students in online classes is an important factor which impacts the quality of teaching and the overall educational experience. This document provides an updated guideline for allocation of facilitators in MET online course as function of the number of enrolled students. It is intended to provide consistency and standardization across the College and it applies to courses in all the MET online programs.

1. Minimal enrollments in online classes will be 10.
2. Classes with 15 or less students will not have facilitators assigned.
3. The assignment of facilitators as function of class enrollments will be as follows:
  - a. Enrollments of 16 to 32 students – 1 facilitator
  - b. Enrollments of 33 to 48 students – 2 facilitators
  - c. Enrollments of 49 to 64 students – 3 facilitators
  - d. Enrollments of 65 to 80 students – 4 facilitators
  - e. Enrollments of 81 to 96 students – 5 facilitators
4. Instructors of record will have flexibility in setting up the groups within their classes, as long as the above facilitator to student ratios are maintained. They should generally follow the principle of having on average 15-20 students per group, uniformly distributed across the groups. In the attachment is one example of setting up the groups, but the setup in each course will be done in coordination with the Instructors of record.
5. In some cases, the course Instructor can select one of the facilitator to serve as the Lead Facilitator with a group, with additional course responsibilities and a smaller group, but with no less than 7 students.
6. A Lead Facilitator without a group will be automatically assigned to any online class with 90 or more students or by approval of the Associate Dean for Academic Affairs.
7. Courses with 100 or more enrolled students will have option of splitting into 2 sections.
8. Any deviation from these guidelines will need a request with a justification provided by the Chair or the Program Director and approval of the Associate Dean for Academic Affairs.

<b>Class Enrolments</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>
10	10	N/A	N/A	N/A	N/A	N/A
11	11	N/A	N/A	N/A	N/A	N/A
12	12	N/A	N/A	N/A	N/A	N/A
13	13	N/A	N/A	N/A	N/A	N/A
14	14	N/A	N/A	N/A	N/A	N/A
15	15	N/A	N/A	N/A	N/A	N/A
16	5	11	N/A	N/A	N/A	N/A
17	5	12	N/A	N/A	N/A	N/A
18	5	13	N/A	N/A	N/A	N/A
19	5	14	N/A	N/A	N/A	N/A
20	5	15	N/A	N/A	N/A	N/A
21	6	15	N/A	N/A	N/A	N/A
22	7	15	N/A	N/A	N/A	N/A
23	8	15	N/A	N/A	N/A	N/A
24	9	15	N/A	N/A	N/A	N/A
25	10	12	N/A	N/A	N/A	N/A
26	11	13	N/A	N/A	N/A	N/A
27	12	13	N/A	N/A	N/A	N/A
28	13	14	N/A	N/A	N/A	N/A
29	14	14	N/A	N/A	N/A	N/A
30	15	15	N/A	N/A	N/A	N/A
31	15	16	N/A	N/A	N/A	N/A
32	15	17	N/A	N/A	N/A	N/A
33	11	11	11	N/A	N/A	N/A
...	...	...	...	N/A	N/A	N/A
48	16	16	16	N/A	N/A	N/A
49	12	12	12	13	N/A	N/A
...	...	...	...	...	N/A	N/A
64	16	16	16	16	N/A	N/A
65	13	13	13	13	13	N/A
...	...	...	...	...	...	N/A
80	16	16	16	16	16	N/A
81	14	14	14	13	13	13
...	...	...	...	...	...	...

90 Lead facilitator w/o gr  
100 Split class option