

Best Practices for Low Enrolled Classes

These are best practices related to supporting low enrolled classes.

1. Report of low-enrolled classes distributed Monday before term to Vice President of Academic Affairs, Deans Team, Department Heads, and Academic Administrative Assistants. Include FT/PT workload.
2. Cancel classes below 12 the week before the term begins.
3. Cancel classes below 20 the first day of class.
4. All low enrolled classes are to be cancelled by the end of the first week of classes.
5. Examine courses based on fill-rate and load (WSCH/FTEF) one week prior to term.

Exceptions/Considerations

- A pathway course that is offered on a cycle basis, such as every Spring, or every third term.
- Equity of courses at the Pacific Coast Campus (approx. 20% of offering).
- The course is the last in a sequence.
- It is the only course of its kind and it is required for one of our programs.
- It is a new course that is being given a chance to demonstrate its viability.
- Consider classes taught by individual faculty over class cap in offsetting a low enrolled section (below 20), per CCA contract pages 57-58. Example: A faculty has a class with a cap of 28 that has 34 enrolled can use a 2-to-1 ration, in this case 6 students, providing an offset of 3 students, bringing a class with 17 students up to the 20 minimum.
- Attempt to consolidate multiple low-enrolled sections of a particular course, into fewer higher-enrolled sections.
- Examine day and evening courses.

Recommendations

- Review assessment timelines (goal is prior to term).
- Registration opportunities
 - o Non-Payment Policies
 - o Closing registration for non-payment process
 - o Pay for class during first week (not dropped beforehand)
 - o Possible list of students that have "enrollment challenges" (non-payment)
- Permission numbers not required until after the first week of class.
- Cost of instruction for full-time and part-time (average number of students? 26, 31?)
- Report WSCH/FTEF by Academic Org with previous term, target, and current?
- Use hourly instructional budget? Budget enough funding for current FTES next year, and rest in School holding account?
- Institutional support for a comprehensive marketing plan.

WSCH/FTEF Values

Avg 26 students: 390

Avg 28 students: 420

Avg 31 students: 465

Avg 33 students: 495

Avg 40 students: 600