



## **POLICIES & PROCEDURES**

**Title: Course Schedule Efficiency &  
Low Enrollment Course Cancellation Policy**

**Document Number: AA\_110**

**Effective Date: 8/27/2021**

**Revised Date: 8/27/2021**

**Department: Academic Affairs**

### **Purpose**

The purpose of this policy is to provide academic supervisors, campus directors, and faculty with guidelines used to evaluate and improve the efficiency of course assignments and faculty compensation within a defined academic term by determining course sections for potential cancellation due to inadequate enrollment. Adequate enrollment goals will be determined annually by institutional review. Maximum course capacity for each section is determined by the square footage of the physical instructional space and safety considerations for on-campus courses. Capacity for online courses is set by the Division Chair/Program Director and approved by the Vice Chancellor or designee.

### **Scope**

All courses, to include developmental education courses, assigned to instructional faculty in support of classic academic terminal degrees (Associate), technical education degrees and skills-based certifications (Technical Diploma, CTS, CTC, etc.), and other curricula using credit-hour and clock-hour course structures.

### **Introduction**

LDCC's primary mission is to serve students as they pursue their academic and career objectives. The impact on any student's ability to complete programs of study within a published timeframe is priority when making decisions to continue or cancel an offered course published for an academic part of term. Courses of instruction are formulated and published on the schedule of classes with an expectation that they will achieve adequate enrollment.

LDCC reserves the right to cancel a course, change meeting time, location, or faculty assignment, subdivide course sections or combine multiple sections in an effort to maximize scheduling efficiency and tuition revenue. Efforts to minimize inconveniences for students, faculty, and staff are also considered while practicing the maintenance of course schedules and faculty assignments.

In general, LDCC will seek to cancel courses with inadequate enrollment prior to the first day of class. Inadequate enrollment is determined by the amount of tuition and fees generated by enrolled students and the ability of that revenue to cover the cost of instruction

and facilities. There are circumstances that foster low enrollment for certain courses. Newly offered courses in innovative or specialty areas, courses offered at new campus locations or new off-campus instructional sites, courses in non-traditional parts of term, and courses piloting new modalities are examples where enrollment may be limited. LDCC also understands that capstone courses and those required in a final semester in order to meet graduation requirements may not draw adequate enrollment. All special circumstances for low-enrollment courses may be petitioned to the Vice Chancellor or designee for exceptions to the minimum enrollment expectations and procedures as described in this policy.

## **Policy**

### **Academic Courses (credit hour based)**

Credit-bearing courses (including developmental education courses) with adequate enrollment after the first purge for non-payment are considered “made” and are no longer monitored. Faculty assigned to adequately “made” courses are paid 100% of the contracted amount for the course assignment.

Credit-bearing courses with inadequate enrollment after the first purge for non-payment will be reviewed for a variety of efficiency actions. These actions include:

- Course cancellation
- Continuing the course for a reduced pro-rated contract payment to the assigned faculty
- Continuing the course at full contract payment to the assigned faculty (special circumstances)

Example based on adequate enrollment set at 10: Pro-rated compensation for courses with less than adequate enrollment is calculated as the percentage of the full contract amount where 10 students = 100% compensation. Example: Nine students = 90%; seven = 70%; four = 40%; etc. Contract payments for pro-rated low-enrollment course sections are locked at the end of the late registration period.

The Vice Chancellor or designee must approve actions other than course cancellation for all low-enrollment courses based on advisement from academic supervisors and/or campus directors. Petitions with justifications are submitted, in writing, to the Vice Chancellor or designee for approval prior to the first day of class.

### **Technical Courses (clock hour based)**

Adjunct instructors in technical programs are compensated using an hourly rate. There are additional considerations to be made for these courses.

- Expected revenue from the course and the cost of the instructor
  - A revenue estimation can be made by calculating total number of billable credit hours for the course. All costs associated with teaching the course should not exceed the revenue from the course.
- Dual enrollment student enrollment
  - Since dual enrollment students only pay \$50 per credit hour, the decreased revenue needs to be considered.

- Safety or board requirements for multiple instructors
  - In some technical programs there is a maximum number of students that one faculty member can safely support in a lab setting. Additionally, governing bodies over allied health programs will limit number of students in a clinical situation. This extra time, or additional faculty expense should be recognized.
- New program
  - Establishing a strong program takes time. A period of two years should be allowed for a new program to fill classes appropriately.
- Additional security costs
  - When there are multiple courses being offered on campus at the same time of day or evening, the security costs can be shared among programs and courses. The additional cost of paying for security should be considered when only offering one or two courses in outside regular business hours.

Full time faculty program considerations:

- Programs with a full-time instructor should be considered annually using an analysis of program health.
  - Using information from the program analysis, low enrollment programs should be evaluated for continuation.

## **Procedure and Guidelines**

For low-enrollment courses without adequate enrollment (based on annual internal review), after the first purge for non-payment, Division Chairs and/or Campus Directors will review faculty assignments and impacts regarding course cancellation. Course review guidelines and procedures for implementing efficiency actions are as follows:

- For fulltime faculty assigned a base contract teaching load of 15 credit hours (no overload sections) where one or more of the assigned courses has low-enrollment, the average number of students the instructor is serving in all assigned courses for the term will be considered. If the average enrollment is adequate, then the low enrollment course(s) will not be cancelled or pro-rated. If the average is inadequate, then course reassignments and scheduling actions may occur as identified by the academic supervisor.
- For part-time adjunct faculty and fulltime faculty where low-enrollment courses are overload assignments, the course may be cancelled, pro-rated compensation may be offered to the faculty, or the course may be reassigned to another faculty who is willing to teach the course for the pro-rated amount.
  - Note: In the event fulltime faculty are assigned course sections as overload to the contracted base teaching load, the course(s) with the lowest enrollment will be considered as the overload section(s).
- Guidelines for cancelling a course:

- Review the enrollment roster for students who are adversely affected by the cancellation. Examples of adverse effects include postponing graduation, disqualification of application eligibility or missing an application deadline to a program of study, etc.
  - Review duplicate courses in the same academic term where the impacted students may be re-enrolled in the alternate course section. There must be enough vacant seats in the alternate section to accommodate the re-enrollment without exceeding the maximum enrollment capacity of the course.
  - Review alternate course sections offered in a later part of term.
  - Review unique circumstances as described in the Introduction Section of this policy.
- In the event a course is cancelled:
    - The Division Chair/Program Director/Campus Staff must notify, in writing, the Office of the Registrar, the Office of Human Resources, the faculty member, and the enrolled students of the decision.
    - The Division Chair/Program Director/Campus Staff will communicate alternate enrollment options to the affected students and offer advising assistance to restructure their semester schedule.
    - The cancelled course should be reviewed for offering in a later part of term.