



ACADEMIC AFFAIRS GUIDELINES

Section 5:	Course Instruction and Delivery		
Title:	Summer Course Enrollment Strategy Guidelines		
Number (Current Format)	Number (Prior Format)	Date Last Revised	
5.7.B		08/2022	
Reference:	BOR Policy 2:35 – Course Enrollment Management Policy AAC Guideline 5.7 – Course Enrollment Management Guidelines AAC Guideline 5.7.A – Fall/Spring Course Enrollment Strategy Guidelines AAC Guideline 5.7.C – Course Enrollment Reporting Guidelines AAC Guideline 5.7.D – Course Enrollment Compliance Guidelines		
Related Form(s):			

1. Summer Enrollment Strategy

Course enrollment management enables the university to strengthen course offerings ensuring student success, academic quality, and financial health. BOR (Board of Regents) Policy 2:35 applies to all courses and academic units during the summer. Each institution while managing section size should take into consideration careful planning, informed by enrollment histories and course rotations.

2. Objective

The strategy outlined has been designed to ensure academic quality and fiscal solvency for the institution.

3. Communication

The institution shall establish an appropriate framework and process for Course Enrollment Management to ensure the appropriate faculty and staff are aware of the process, institutional policy, practice and goals, and availability of the data, their role in the program review process, institutional goals for the program review, and future program review requirements.

4. Metrics Available

Several data metrics will be available in the APS (Academic Performance Solutions) System. While not intended to be an all-inclusive list, a few are inserted as examples.

1. Trend Analysis
2. Sections Size
3. Enrollments
4. Generated Student Credit Hours (SCH)
5. Maximum Capacity
6. Average Section Size

5. Summer Course Enrollment Procedures

This section serves as a guide to the institutions. In monitoring the sections, institutions may create institutional practices and procedures to add or cancel sections.

5.1. Monitoring Low Enrolled Sections

When class enrollments are low, classes may be subject to cancellation. Academic administration will work with their colleges/departments to gauge enrollment and cancellation needs. Each campus shall identify a practice to ensure the management of the sections do not fall outside the scope of the policy.

5.2. Institution Formula for Low Enrolled Sections

The institution will identify their methodology to ensure financial health and fiscal solvency of the institution. Each institution will need to document their model and structure as it meets the needs of the institution.

5.3. Management of Section Cancellations

In the event a class is canceled, the home institution will attempt first to recommend another section. If one is needed for degree completion, the home institution can connect with a host institution to identify if a section would accommodate the need. If another section is available, the student enrolled would be notified of their options and be reassigned by the home campus.

5.4. Faculty Assignment

Nine-month faculty are neither expected of nor guaranteed summer term appointments. Summer assignments are independent of the academic year workload for a nine-month contract faculty member. For those faculty that are assigned a summer course(s), summer term compensation is outlined in BOR Policy 4:5, Section 2.

Those faculty members that are ten-, eleven- or twelve-month faculty may be assigned a course(s) as part of their normally assigned workload within their contract. For those faculty that are assigned a summer course(s) outside of their contract, faculty may be compensated through summer pay or overload as outlined in BOR Policy 4:5, Section 2..

6. Schedule

Course enrollment management shall be conducted each term. Effective September 2022 the course enrollment data will be available in the APS System.

SOURCE:

AAC August 2022.