



ACADEMIC AFFAIRS GUIDELINES

Section 5:	Course Instruction and Delivery		
Title:	Course Enrollment Compliance Guidelines		
Number (Current Format)	Number (Prior Format)	Date Last Revised	
5.7.D		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.B – Summer Course Enrollment Strategy Guidelines AAC Guideline 5.7.C – Course Enrollment Reporting Guidelines		
Related Form(s):			

1. Course Enrollment Reporting

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 academic year (fall/spring). 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. Reporting Procedures

This section serves as a guide to the institutions.

5.1. Board of Regents Reporting

An annual report on course enrollments will be provided to the Board of Regents and will include:

1. the total number of sections by course enrollment grouping and percentage;
2. the average number of students enrolled;
3. the student generated hours by Campus, College, and Department; and
4. the average section size by course groupings identified in BOR Policy 2:35

5.2. Compliance

BOR Policy 2.35 requires compliance with this policy. At their June BOR meeting, the Board of Regents will receive their annual report. If a campus falls outside of the threshold, the campus will be notified that all new programming requests (per BOR Policy 2:23) will be held until the campus is within compliance. BOR academic staff will utilize student information systems data to determine compliance. If that following term complies, the hold will be removed. A follow-up report will be provided to Committee A during their committee meeting following the Census date.

6. Schedule

The guidelines associated with BOR Policy 2:35 Course Enrollment Management, approved March 2022, will be in effect September 1, 2022. A pilot will be in effect from Fall 2022 through Spring 2023. A full report regarding the pilot will be provided to the Board of Regents at their August Retreat 2023. No action will be taken for lack of compliance at the Retreat in 2023, as the report will be used to review findings of the pilot. Academic Performance Solutions will be effective September 2022.

Upon completion of the pilot, Fall 2023, compliance reporting will be implemented.

SOURCE:

AAC August 2022.