SUBJECT: Low Enrolled Community College Classes

A. References: Executive Policy E 5.207 (April 1985)  
   “Small Undergraduate Classes”

B. Purpose: The purpose of this CCCM is to furnish guidelines for authorizing and reporting on low enrolled credit classes.

C. Definition of Low Enrolled Classes: General funded credit classes with 9 or fewer students officially enrolled at the end of the late registration/add-drop period are defined as low enrolled.

   For reporting purposes, the following are excluded:
   
   …directed reading and independent study courses  
   …practicums  
   …cooperative education  
   …individualized study for which a special fee is paid of 10 or more students  
   …courses taught through an “open lab” setting where the instructor is paid to cover a certain number of lab hours

D. Areas of Emphasis: Courses will be included here only with the prior concurrence of the Chancellor that they are within a priority area meriting special consideration.

E. Multiple Sections: Under certain circumstances multiple sections of the same class may be excluded from the low enrolled count, if the average enrollment per section is 10 or greater. In general, this is limited to required laboratories and certain modes of instruction where pedagogical requirements limit class size to an enrollment not much greater than ten.
F. Responsibilities:

1. Chancellor
   a. Monitors system enrollment patterns
   b. Provides planning and evaluation data (historical)
   c. Prepares system reports for the President’s Office

2. Provost:
   a. Develops college procedures to ensure that there is a process for the review and approval of low enrolled classes.
   b. Reviews low enrolled credit classes for legitimacy on the basis of the criteria identified below and other criteria developed by the college, as appropriate.
   c. Assures that low enrolled credit classes are authorized to proceed only when fully justified on the basis of need and/or established guidelines and educational objectives.
   d. Determines future actions on low enrolled credit classes and reports them to the Chancellor.

G. Reporting Requirements: Low enrolled classes will be reported to the Chancellor by October 31 (Fall semester), and March 31 (Spring semester). The computerized version of the report format in Attachment A shall be used by each campus for submission to the Chancellor.

For reporting purposes, all classes listed in the 3011B computer report must be addressed, regardless of the current status or enrollment of the classes.

Data will be input into the small class data file when the final 3011B report is issued each semester, and will then be available for campus updates. Campuses will be notified as soon as the data is available.

Procedure to follow:

1. Log into your campus open account; i.e.,

   USERNAME: HCC_OPEN, KCC_OPEN, KAU_CC OPEN, LCC_OPEN, MCC_OPEN, or WCC_OPEN

   PASSWORD: OPEN

2. At the $ sign, type: USE @SMALLCLS

3. The balance of the procedure is prompted on the screen
H. **Examples of Reasons For Offering and Future Action Needed:**

Note that there is a distinction between *Reason* and *Future Action*. *Reason* refers to why the class was allowed to proceed with 9 or fewer students. *Future Action* refers to a planned response to low enrollment, especially in areas where a persistent pattern exists.

**Sample Reasons:**

1. Areas of Emphasis (Chancellor’s approval required)
2. Schedule error – concurrent section
3. Open individualized lab section
4. Program requirement (limited work stations?)
5. Enrollment dropped after registration
6. Required lab for main course
7. Offered once per year or less
8. Special needs students
9. Experimental course (must carry experimental course number)
10. Other (Specify)

**Sample Future Actions:**

1. None – shouldn’t be listed
2. None – external funding/special fees
3. None – directed reading/practicum/co-operative education
4. None – fits multiple section criteria
5. No action required
6. Attempt to increase work stations
7. Follow up on attrition
8. Re-evaluate the need for the course
9. Reduce frequency of offering
10. Other (Specify)

I. **Revisions:** CCCM #6101 dated February 10, 1982

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Chancellor for Community Colleges