

SECTION 700.24

ANNUAL PROGRAM ENROLLMENT REPORT

1. The Vice President of Academic and Student Affairs, in collaboration with the Registrar, shall produce a program enrollment report by October 15 of each academic year. The report will include a NDUS faculty load report, program enrollments by: freshmen, sophomore, full and part-time students.
2. Any CTE program with fewer than nine (9) full time students per FTE faculty will be reviewed as low enrollment program (part-time students credit hours will be totaled and divided by 12 and added to total). Liberal Arts departments with less than a 20:1 student-faculty ratio will also be reviewed for low enrollment.
3. Prior to an official designation as low enrollment, the Vice President of Academic and Student Affairs, in cooperation with the program faculty, shall conduct a comprehensive review to identify the key indicators of program strength as they relate to enrollment. These indicators may include the ending enrollment numbers for at least the previous three terms, verification of all students in the program, any changes in the number of program faculty, the program's budget (not to include salaries and benefits), the number of program related courses delivered by part time instructors (and related enrollments), prior marketing efforts, employer partners or the lack thereof, and industry strength and hiring trends.
4. The Vice President of Academic and Student Affairs shall make an official recommendation to the President as to whether or not the program will be officially listed as a low enrollment program for the current academic year, only after this comprehensive review has been completed.
5. Each year, faculty in a program officially designated as low enrollment will review their program and complete an action plan for improvement in collaboration with the Director of Marketing and Communication, the Director of Admissions and Enrollment Management, and the Vice President of Academic and Student Affairs. The plan must be completed by December 30 with the implementation of the plan during the spring and summer terms.
6. Programs/departments listed on low enrollment status for two consecutive years will be notified in writing that the program may be considered for restructuring or closure during the next academic year.

History

Administrative Council Approved 03/22/13