

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: February 16, 2012

SUBJECT: At-Risk Program Status

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION:

Administrative Procedure 126—Enrollment Review calls for the review of applications and Level 1 students to determine if a program is at-risk for low enrollments. The procedure states that in February of each year, applications and enrollments will be reviewed, and by board motion, any program with a 'calculated enrollment' of less than or equal to 24 will be labeled as at-risk and be required to participate in a quality review process and corrective action process.

MOTION:

Motion to assign a status of At-Risk for the following programs based on Administrative Procedure 126 and the administration's recommendation:

1. Construction Trades
2. Drafting & Design
3. Facilities Maintenance Technology
4. Networking Technologies



TO: Faculty
CC: Administrative Staff
FROM: Aldo R. Jackson, Director 
DATE: January 20, 2012
SUBJ: Enrollment Review Process—Administrative Procedure 126

In February, the enrollment review process begins. A new administrative procedure was put into place last spring, as the result of last two years of the enrollment review process. There are two components to the review process—a) number of returning first year students and b) number of applications accepted. As we move into the application review process and as we close out the first semester, both of these components will be apparent.

One of the unique features of the new review process is that every teacher will be able to deduce exactly where they stand, without interpretation from any other individual or body, with regard to their program's status. On the reverse side of this memorandum is the current enrollment review process. Please recall that this process was designed by professional and administrative staff along with Joint Operating Committee members. Please review it carefully. You are welcome to see me if you have any questions.

Erie County Technical School Administrative Procedure 126-Enrollment Review

Purpose of Procedure: This administrative procedure is intended to establish a sound process for the annual review of program enrollments. Besides providing sound decision-making information to the Joint Operating Committee, administrators and faculty, the process shall serve as an 'early warning' system to board members, administrators and faculty that a program may be at-risk for alteration or curtailment due to low enrollments.

The process was designed to provide a careful and thorough review of a program's performance on such matters that may affect enrollments. Consequently, the process ensures that based on that performance review, a corrective action plan will be developed, properly resourced and implemented.

Process Step	Process Description	Timeline
A. ECTS At-Risk Criteria Defined	1. An 'equal split' calculation of all numbers will be used for two-teacher programs 2. All data is current enrollments and applications 3. The number of students is the sum of returning 1st year students and applications accepted 4. The number of students must be ≤ 24	
B. Communicating the Criteria	1. To faculty and staff annually	At the start of each school year
C. Communicating the Data	1. All data will be communicated to the faculty and staff	By the 3 rd Thursday of February
D. J.O.C. Review & Decision	1. Data will be communicated to the J.O.C. 2. The administration can recommend the assignment of the At-Risk status to other programs for other reasons 3. Programs will be designated as At-Risk by way of a board motion	February J.O.C. meeting
E. Program Performance Review	1. Programs designated as At-Risk will be required to participate in a performance review	March
F. Develop Action Plan	1. Programs designated as At-Risk will be required to participate in the development of a corrective action plan based on the performance review	April
G. Implement Action Plan	1. Programs designated as At-Risk will be required to implement the corrective action plan	May to January (or sooner as available)
H. Process Outcomes	1. Enrollment projections for At-Risk programs will be purposefully reviewed the following year 2. At the JOC's discretion, At-Risk programs can be subject to the approval process for alteration or curtailment	February
I. Process Notes	1. Should circumstances merit, the board may alter or curtail other programs that were not part of the performance review and corrective action process 2. Participating in the performance review and corrective action process does not exempt a program from the approval process for alteration or curtailment.	

Principal Student Count by Program

Program Name	ECTS Level :	1	2	3	4	GR: 10	11	12	SUG	Program Total:
Art and Design for Business	33	23	17	5	1	21	18	6	1	46
Automotive Body Repair	12	20	4	3	0	19	4	4	0	27
Automotive Technologies	36 37	46	24	14	0	42	23	19	0	84
Computer Information Systems	19	15	8	9	0	13	10	9	0	32
<u>Construction Trades</u> 22	22 17	27	17	10	0	21	23	10	0	54
Cosmetology	39	14	20	9	0	13	21	9	0	43
Culinary Arts	43 55	31	31	16	0	28	28	22	0	78
Diversified Occupations	7	0	1	0	0	0	0	1	0	1
<u>Drafting & Design</u> 21	7	14	10	8	0	14	9	9	0	32
Early Childhood Education	30	15	13	11	0	14	13	12	0	39
Electrical Engineering Technology	11	15	13	8	0	12	15	9	0	36
Electronics Technology	17	14	6	7	0	14	5	8	0	27
<u>Facilities Maintenance Technologies</u> 22	12	10	11	17	0	8	13	17	0	38
Graphic Arts	10	19	14	4	0	18	13	6	0	37
Health Assistant	38	13	15	14	0	12	16	14	0	42
Metal Fabrication	16	17	14	13	0	13	12	19	0	44
<u>Networking Technologies</u> 22	5	17	11	0	0	1	14	13	0	28
Tool & Die	25	13	7	8	0	11	8	9	0	28
Tourism & Hospitality Management	14	22	19	0	0	0	14	27	0	41
		345	255	156	1	274	259	223	1	
Total w/ Level: 757						Total Graded: 757				

Total Student Enrollment: 757