

Erie County Technical School

Administrative Procedure 126—Enrollment Review

Basis in Policy:

Administrative Procedure 126 emanates from ECTS Policy 126 “Class Size and Quotas.” Policy 126 grants the JOC the following authority: “Class size shall be determined by the Joint Operating Committee after consultation with the Director and designated administrators.”

Basis in Law:

The following statutes and governance documents provide the basis for Policy 126:

- 1) 22 PA Code 339.23,
- 2) 24 P.S. 1850.1, and
- 3) The ECTS Articles of Agreement.

Purpose of Procedure:

Administrative procedures provide guidance on the interpretation and implementation of policy. Procedures are NOT policy, and therefore, procedures are not a definitive set of rules. To be fair to all stakeholders, however, procedures must be implemented consistently.

Intent of Procedure 126:

- 1) To prompt an annual review of program enrollments,
- 2) To serve as an “early warning” system to the JOC, PAC, ECTS Administration, and faculty that a program may be “at-risk” for alteration or curtailment due to low enrollment.
- 3) To ensure corrective action begins as early as possible in the event of low or gradually decreasing program enrollments.

Administrative Procedure 126 is a non-binding “**guideline**” for the annual review of program enrollments by the Joint Operating Committee (JOC), Superintendents (PAC), ECTS Administration, and the faculty. The guideline provides context and structure for Enrollment Review (ER). The ER output is objective and validated data used as input to data-based decision-making about program viability and sustainability. Annual ER results in one of three decisions as follows:

- 1) Continue the program in its current configuration,
- 2) Alter the program status if low enrollment warrants an administrative intervention, or
- 3) Program curtailment if there is chronic low enrollment or significant decreases in the availability of jobs for graduates in that program area.

In the case of a JOC decision to “alter” program status, alterations have two components.

- 1) Development and implementation of an improvement plan, and
- 2) Program Operation (i.e., operate in a full or part-time status).

In more serious circumstances; such as sustained enrollment decreases over an extended period of time, abrupt enrollment decreases, and/or changes in job availability for graduates, the JOC may decide to curtail a program without altering its status.

Enrollment Review (ER) Characteristics and Guideline Components	Description	Timeline
A. ECTS ER Characteristics	For Each Annual Enrollment Review: 1. The JOC has set class size as 48 students for one-teacher programs and 96 students for two-teacher programs in accordance with Policy 126. 2. Level one students attend the ECTS in the morning, Level two and three students attend the ECTS in the afternoon. 3. While there may occasionally be a need pedagogically to assign Level two and/or Level three student(s) to morning attendance at the ECTS, for purposes of ER, class sizes are based on student status as (Level one) or (Level two and three) – Students will not be reassigned to morning or afternoon attendance for purposes on ER. 4. An “equal split” calculation of all enrollment numbers is used for two-teacher programs. 5. The number of students enrolled in a program is calculated as the sum of incoming Level one students (typically HS Sophomores) and returning/rising Level two and three students (typically HS Juniors and Seniors respectively). 6. Programs taught by one full-time teacher approaching 24 students enrolled require an improvement plan. 7. Programs taught by one full-time teacher at or below 24 students enrolled may be placed in a half-time status. 8. Programs taught by two teachers approaching 48 students enrolled require an improvement plan. 9. Programs taught by two teachers approaching 24 students enrolled may have staffing reduced to correspond to the class size(s) set by the JOC. Staffing reductions could be reducing a program to one full-time teacher <u>or</u> one full-time teacher and one half-time teacher based on seniority consistent with the Collective Bargaining Agreement. 10. Programs at or approaching 25% of enrollment capability (i.e., 12 students for a one-teacher lab, and 24 students for a two-teacher lab respectively) are candidates for program curtailment.	

B. Access to the ECTS ER Characteristics	1. The JOC, PAC, ECTS Administration, and Faculty have access to the ER characteristics at all times via the ECTS webpage.	The faculty receive the ER characteristics during the ER also.
C. Providing ECTS ER Data	1. The JOC, PAC, ECTS Administration, and Faculty receive all ER data.	In February or March depending on the completion date of the ECTS Admission Process
D. Faculty Acknowledge Receipt of the ECTS ER Data	1. Early in the ER process, soon after the ECTS admission process is complete, all faculty receive enrollment data for their programs and sign an Enrollment Review Form indicating their receipt of the data.	Annually
E. Enrollment Review & Decisions	1. The J.O.C. and PAC receive all ER data for the school as soon as it is available. 2. The ECTS Administration and/or the PAC makes recommendations to the JOC regarding programs considered to be “at risk” for alteration or curtailment. 3. In accordance with PDE regulation, the JOC may also initiate status changes to a program of their own accord. 4. Program status changes for alteration or curtailment require a formal JOC vote.	In February or March depending on the completion date of the ECTS Admission Process
F. Concerning Enrollments	1. Faculty members teaching programs with student enrollments considered to be “at risk” are required to develop and implement a program improvement plan in collaboration with the ECTS Administration. 2. Programs with student enrollments that are concerning or are “at risk” may or may not have had a program alteration prior to the JOC voting to curtail a program.	March to January (or as soon as possible)
G. Heightened Monitoring	1. The JOC, PAC, ECTS Administration, and program-specific faculty members monitor progress on improvement plans on a monthly basis. 2. In an effort to ensure the plans are progressing as designed, and are having the desired effects, monthly monitoring occurs. 3. Modifications to improvement plans may be necessary to achieve desired results and proposed modifications require ECTS Administration approval before making modifications.	Monthly
H. Defining Success	1. The ultimate measure of success in ER are healthy enrollments <i>and</i> job availability for graduates. 2. Participating in PR improvement plans does not guarantee program success, and thus continuation of a program. NOTE: It is entirely possible to complete each step/task in an improvement plan and not achieve success in improving enrollment resulting in program curtailment.	