

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 (2018-2019 +/- 24 column) is the difference of “applications received” and “applications needed” 4. The number of students in (Column G) must be ≥ 0	
B. Communicating the Criteria	1. To faculty and staff annually	Annually
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	

