

**Erie County Technical School
Administrative Procedure 126—Enrollment Review**

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.

In “more serious” and time-sensitive circumstances such as abrupt enrollment decreases and/or changes in job availability for graduates, the JOC may decide to curtail a program without altering its status.

PROCEDURE 126 IMPLEMENTATION DURING THE COVID-19 PANDEMIC

The program curtailment component of Procedure 126 will not be implemented in 2022-2023 taking into consideration the disruptions due to the pandemic.

Procedure 126 will be implemented in 2023-2024 if we are out of the pandemic.

While the program curtailment component of Procedure 126 will not be implemented in 2022-2023, the following components will be implemented:

***Programs with low enrollments will be identified as “at-risk.”**

***Programs with low incoming enrollment WILL still admit these students during the pandemic.**

***Teachers in at-risk programs will compress all teaching (Levels 1, 2, & 3) into one session – Session to be determined with a collaboration from ECTS Administration, Engagement and Enrollment Coordinator, and Program Instructor.**

***Instructors in at-risk programs will remain in full-time employment and full-time pay status while these instructors work with the Administration on recruitment and program improvement plans for one additional year before Procedure 126 is fully implemented.**

PROCEDURE 126 RUBRIC
For Each Annual Enrollment Review:
1. The ECTS Administration begins the annual enrollment review process as soon as the normal recruitment and application review processes are complete (usually in February). Faculty members review and accept/reject applications, are provided a summary of applications by program, and sign an enrollment summary form to indicate they have seen and are aware of the enrollment status in their programs. 2. The JOC conducts an annual enrollment review following the normal enrollment process (usually in March or April). 3. 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.

4. Level one students (usually High School Sophomores) attend the ECTS in the morning, Level two and three students (usually High School Juniors and Seniors) attend the ECTS in the afternoon.
5. While there may occasionally be a need 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 of ER.
6. An “equal split” calculation of all enrollment numbers is used for two-teacher programs.
7. The number of students enrolled in a program is calculated as the sum of incoming Level one students and returning/rising Level two and three students.
8. Programs taught by one full-time teacher **approaching** 24 students enrolled require an improvement plan.
9. Programs taught by one full-time teacher at or below 24 students enrolled will be identified as “at risk” for program alteration or future curtailment.
10. Programs taught by two teachers **approaching** 48 students enrolled require an improvement plan.
11. Programs taught by two teachers at or below 48 students enrolled will be identified as “at-risk” for program alteration or future curtailment for all or part of the program taking into consideration collective bargaining requirements for employee seniority.
12. Program alteration may include curriculum modification and/or changes in full-time vs. part-time teaching status of impacted teachers, and/or adjustment of full-time vs. part-time work assignments and compensation.
13. Programs with one teacher identified as “at risk” may not accept applications for the upcoming school year if applications are less than eight (8), where 8 students is 1/3 of the enrollment expected by the Joint Operating Committee.
14. Programs with two teachers identified as “at risk” must take into consideration seniority in accordance with the Collective Bargaining Agreement. While it may be necessary to adjust class assignments for some students, the senior teacher will maintain a full workload. Once a full workload for the senior teacher has been assigned, a workload for the less senior teacher will be addressed in accordance with #13 above.
15. Actions not to admit students to any program will be made annually at the end of the third (3rd) marking period to provide ample opportunity for teachers to prepare for alternative work assignments and for students to consider other academic options.

***Once students are notified that they **WILL NOT** be admitted to a program in the following year, and they begin looking for other academic options, requests to reconsider program status **WILL NOT** be considered if more applications are submitted for that following year so as **NOT** to create confusion and further disrupt community-wide planning.

16. In the event an “at risk” program has eight or less student applications for the next academic year and those applications are not accepted, teachers in impacted programs will remain in a full-time employment status for one full recruiting cycle (i.e., one year) and continue to teach the Level two and Level three students in the afternoon and those teachers will work directly with representatives of the Administration in “at risk” recruitment efforts and program enhancement.
17. At the time of the second cycle of ER, program enrollment will be reassessed and further JOC action will include one of the following: Admit students with continued monitoring and improvement, or curtailment.
18. In the event the JOC determines that curtailment is in the best interest of the community, the students **WILL** have the opportunity to complete the program(s) they started.

19. In the event a determination is made to curtail any program, the impacted teacher(s) will be placed on a ½ teaching load with ½ pay for the final year while completing the programs for students who were previously admitted to the program(s).
20. In the event of curtailment, when all students admitted to the program(s) complete their program(s), impacted teachers will be released from employment at the ECTS.

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.

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.