



WNCC Administrative Procedure

Title:	Strategic Course Management
Division:	Educational Services
Category:	Faculty Workload
Reference:	BP-630 Faculty Workload AP-630.01 (Calculating Faculty Load) AP-630.02 (Course Section Caps) Current Western Education Association and Western Community College Area Board of Governors Negotiated Agreement
Number:	AP-630.04
Date of Approval:	May 19, 2023
Approval:	John Marrin, Interim President

Purpose

This procedure assists WNCC in balancing the economic goals of fiscal responsibility with the educational needs of students' abilities to complete their educational goals in a timely and efficient manner.

Scope

The procedure applies to all credit-bearing courses and programs offered at WNCC.

Definitions

At load – An instructor is “at load” if they teach 30 load hours per academic year if on a 175-day contract or 37.5 load hours per academic year if on a 220-day contract.

CAO – Chief Academic Officer

Overload – An instructor is “overload” if they teach or are assigned more than 30 load hours per academic year if on a 175-day contract or 37.5 hours per academic year if on a 220-day contract.

Under Load – An instructor is “under load” if they teach fewer than 30 load hours per academic year if on a 175-day contract or 37.5 hours per academic year if on a 220-day contract.

Procedure

To ensure both instructional quality and the fiscal health of the College, WNCC delivers classes to meet the needs of the students as well as uses institutional resources in a cost-effective and efficient way. If a course section fails to meet these requirements, then cancellation of the section may be considered.

Minimum Section Enrollment

The minimum section enrollment is set at 35 percent of the course section cap as provided in AP-630.02 (Course Section Caps).

Per the Negotiated Agreement, the standard section cap for WNCC is 25 students, establishing nine (9) students as the minimum number of students that must be enrolled prior to the start of the semester for the section of a course to be offered.

The minimum enrollment for course sections with an enrollment cap different than 25 would be calculated by taking the cap and multiplying by 35 percent.

Courses not meeting the minimum enrollment will be reviewed for cancellation prior to the beginning of the term in which they are offered.

Course / Section Cancellation

At the discretion of the Chief Academic Officer (CAO), a course not meeting the minimum enrollment will be allowed to run if it is the only section of the course offered that semester AND meets at least one of the following conditions:

- a. The course is required for students to complete the curriculum in a timely fashion.
- b. The course is a continuation of a sequence of courses that students need. (e.g., SPAN-1020).
- c. The course is offered in a rotation that would make it unavailable for at least another academic year.
- d. The course meets a specific college or community need that is time sensitive.
- e. The course is new or part of a pilot program, offered as an experiment, or in an innovative format (modality or day/time) for the first time.
- f. The course is associated with another type of student experience, such as directed individual study, co-curricular activity, internship or other.
- g. The course has not been exempted from the minimum course enrollment previously. Courses with recurring instances of low enrollment will be reviewed for possible modification.

Course Cancellation Process

- a. Shortly after registration for the term begins, the CAO and academic deans will begin monitoring enrollments and identify courses that appear to be under-enrolled.

- b. Three weeks prior to the term, the CAO, deans, and division chairs will review the enrollments for the upcoming term and identify courses that are at-risk of being cancelled. As many changes to course offerings as possible should be made at this time so that student schedules can be amended and faculty workload adjusted with sufficient time before the term starts.
- c. One week prior to the first day of classes, the CAO, deans, and division chairs will make a final determination of courses to be cancelled for the upcoming semester or will identify the timeframe at which those decisions will be made.
- d. When a course section is canceled, the students, the students' academic advisors, and the Career Pathways & Advising office will be notified so that the students' schedules can be adjusted as soon as possible.

Faculty Reassignment

Full-time Faculty

- a. If a course that is canceled is taught by a full-time faculty member, the faculty member's workload will be modified to reflect the change in assignment.
- b. If the cancellation does not cause a faculty member to be "under load," no action needs to be taken.
- c. If the cancellation results in a faculty member being "under loaded" for the upcoming academic term or year, a variety of actions can be considered:
 - i. A course taught by an adjunct instructor could be reassigned to the full-time faculty member.
 - ii. A course taught by a full-time faculty member who is in an overload position may be reassigned to the under loaded faculty member.
 - iii. A new section of a course that is fully enrolled or almost fully enrolled may be opened and assigned to the under-loaded faculty member.
 - iv. In some cases, a "special assignment" may be given to the faculty member with the approval of the CAO.

Adjunct Faculty

If a course that is canceled is taught by an adjunct faculty member, the adjunct's contract will be modified to reflect the cancellation. This could mean the cancellation of the contract for the term.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: Effective with the Fall 2022 semester

Revision Date:

Sponsoring Division: Educational Services