

F66-4 MINIMUM FREQUENCY OF COURSE OFFERINGS; ENROLLMENT-STAFFING STANDARDS

Legislative History:

Document dated October 31, 1966,

At its meeting of October 24, 1966, the Academic Council adopted a statement of Enrollment-Staffing Standards for Courses. Said statement, submitted by the Curriculum and Instruction Committee, was adopted in two sections, A (#F-66-3) and B (#F-66-4).

ACTION BY COLLEGE PRESIDENT:

"Approved." Signed: Robert D. Clark, November 4, 1966.

ENROLLMENT-STAFFING STANDARDS

F 66-4

Section B:

1. To be listed in the Catalog regular session courses must be offered at least once a year except that certain specialized courses may be offered as infrequently as once every other year (alternate year courses).
2. After its first offering, when a course fails twice consecutively to meet minimum staffing requirements the department concerned will seriously consider dropping it. When a course fails three times to attain minimum enrollments the Academic Vice President's Office will have the course deleted from the Catalog. Alternate year courses will be dropped from the Catalog the second time they fail to meet minimum staffing standards.
3. Exempted from this policy are courses which are mandated by law for various school service credentials, individual study courses, thesis, and certain laboratory or clinical courses restricted by available facilities. A list of courses qualifying for exemption under this section will be prepared and disseminated by the Academic Vice President's Office during March of each year.

4. Departmental curriculum committees are encouraged to review and delete courses which are not offered over prolonged periods of time or which do not sustain minimum enrollments. The All-College Curriculum Committee will adjudicate departmental appeals.