

Policy No. 2-36

Subject: Course Section Enrollment Standards

Last Revised: 7/11/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Vice President of Instruction and Student Services	Vice President of Instruction and Student Services	VCCS Policy Section 3.05

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to determine appropriate enrollment in various sections in the best interests of the student and the institution.

II. PERTINENT INFORMATION

- A. Determination of appropriate enrollment in various sections is based on numerous variables, including instructional methodology, nature of course, space availability, and availability of faculty, and fiscal resources.
- B. Determination of appropriate enrollment is made by the Vice President of Instruction and Student Services in consultation with division deans, faculty members, and other administrative staff.
- C. Determination of appropriate section enrollment guidelines support the fiscally responsible utilization of full-time faculty workload and adjunct instructional support.

III. DEFINITIONS

- A. Adjunct Faculty: designated individuals employed to teach less than a full load on a semester-by-semester basis.
- B. Full-time Teaching Faculty: designated individuals employed in classroom instruction at VHCC.

IV. GENERAL GUIDELINES

- A. The published schedule should not indicate any faculty member's assignment beyond the maximum allowable load.
- B. Course sections beyond the maximum allowable load for a faculty member should be assigned to qualified, full-time faculty members who:
 - 1. have capacity below the maximum, and
 - 2. if, having capacity, are willing to teach overload before being assigned to

adjunct faculty.

- C. Collapsing sections of a course should be kept to a minimum and done only with the Vice President of Instruction and Student Services approval in order to:
 - 1. minimize disruption for students' schedules, and
 - 2. effectively and predictably plan the work assigned to faculty.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. VCCS Policy 3.05

VII. OPERATING REQUIREMENTS

- A. The Vice President of Instruction and Student Services partners with division deans and the Database Administrator to develop an annual Schedule Production Timeline in July/August.
- B. The Schedule Production Timeline details the steps necessary to guide schedule production across divisions and establishes specific enrollment areas of focus pertinent to current enrollment trends.
- C. Using the Schedule Production Timeline, division deans work with office managers to guide the work of program coordinators, lead faculty, and other full-time faculty members in setting course section semester schedules that best serve student needs and program requirements.
- D. Division deans and office managers provide full-time faculty, program coordinators, and lead faculty with previous schedules and coordinate conversation according to deadlines. Using these deadlines, division deans guide the work so that student enrollment for summer and fall semester schedules begins in March/April and student enrollment for spring semester schedules begins in October/November each academic year.
- E. Division deans consider a variety of important factors when establishing appropriate enrollment numbers in each semester course section. Division deans are responsible for making these final decisions in coordination with the Vice President of Instruction and Student Services each semester.