Low-Enrollment Courses and Programs

Reporting (all submissions will be posted on the Department of Higher Education website)

By January 31, 2016 each board of trustees shall submit its findings to the Chancellor. The submission should include:

- Institutional definitions of course and program thresholds;
- A description of the process and data used to identify courses that meet the chancellor's definition of low enrollments, e.g.,
    - Number of courses reviewed;
    - Number of courses determined to meet the chancellor's definitions of low enrollment;
- A summary of recommended actions for each low enrollment course (e.g., number of courses targeted for elimination because of curricular restructuring, modification of course section or timing; or collaboration with other institutions through course sharing).

The following format is suggested for reporting.

I.   Narrative describing institutional **definitions** of course thresholds and the process by which these thresholds have been developed.

II.   Narrative summarizing the **identification** of low enrollment courses (e.g., process for identifying courses, number of course evaluated, number of courses determined to meet the chancellor's definition of low enrollment).

III.   Chart summarizing the **recommended actions** for low enrollment courses (e.g., no action, elimination, reduction in the number of sections, changes to timing of course offerings, collaboration with other institutions) and the rationale for the recommended actions.

IV.

Recommendation[1]	Rationale	Number of Courses/Sections
No Action	e.g., pedagogically appropriate course size; course needed for on-time graduation	
Course Elimination	e.g., low enrollment elective; curricular redesign	
Reduction in Number of Sections	e.g., ability to consolidate multiple low enrollment sections	
Change in Course Delivery Modality (e.g., on campus, hybrid, online)	e.g., determination to offer an online section rather than multiple low enrollment on campus sections	
Targeted as a candidate for sharing	e.g., course needed/valued by a small number of students	
… (other categories as needed)		

V. A list identifying each course targeted for potential regional collaboration (this will help the Ohio Department of Higher Education in the development of collaborations through the course and program sharing network).

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[1] The recommended actions listed here are examples only…please modify the chart to best fit campus categories/needs