



Manual of Policy and Procedures

ANNUAL ENROLLMENT AND COST EFFECTIVENESS REVIEW OF EXISTING ACADEMIC PROGRAMS	Number 109	Page 1 of 2
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PURPOSE

The overall purpose of the policy is to support the mission of the VSC: for the benefit of Vermont, to provide affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study. To fully implement this mission, VSC academic programs must be of high quality and remain current, competitive, and cost-effective. Through this policy, the Board of Trustees charges the colleges with establishing guidelines for an Annual Enrollment and Cost Effectiveness Review: annual college reviews of degree program enrollment, retention, graduation, and cost data, with a summary report of each college's plans to evaluate and address program enrollment and cost effectiveness.

This policy affects graduate, baccalaureate and associate degree programs. The criteria and processes for the Annual Enrollment Review follow. This policy is designed to complement VSC Policy 101: Program Review and Continuous Improvement Process (PReCIP).

Annual Enrollment Review: Policy and Procedures

Each president will review program enrollment, retention, graduation, and cost data on an annual basis within the context of ongoing institutional planning and improvement. Annual data on all VSC degree programs and summary reports of each college's plans to evaluate and address program enrollment and cost effectiveness will be submitted to the Board of Trustees for review.

These reports are intentionally quantitative in nature and are designed to complement some of the more qualitative aspects of VSC Policy 101: Program Review and Continuous Improvement Process. The Board of Trustees recognizes that analyses of cost effectiveness and improvement strategies are best conducted on a college-wide basis by the individual institution. The Board further recognizes that the VSC mission requires full support of general education

curriculum system-wide. New programs (in existence three years or less) will be included and identified as such. Each president will provide a rationale for any programs identified for closure as a result of the college's annual data review.

The process for Annual Enrollment and Cost Effectiveness Review follows:

1. The Council of Presidents will confirm the format, data collection methodology and requirements of the data and summary reports to be submitted to the EPSL Committee.
2. Reports may include data such as enrollment history, retention and graduation rates, class size average, and net program revenue.
3. Each college's summary report will address key discoveries from the data and explain institutional plans for acting on that data.
4. By December of each year, the colleges will submit data and summary reports to the Chancellor, including data and reports on programs identified for closure. Any evaluation, planning, or implementation of potential program closures shall be undertaken in a manner consistent with applicable terms of bargaining agreements and accreditation standards.
5. The Chancellor will review the reports of the colleges and provide a recommendation to EPSL regarding the summary reports and any additional action steps that may be warranted.
6. EPSL will review reports and Chancellor's recommendations and submit a resolution to the Board of Trustees.

Signed by: _____
Jeb Spaulding, Chancellor