



## Manual of Policy and Procedures

Title  <b>ANNUAL ENROLLMENT AND COST EFFECTIVENESS REVIEW OF EXISTING ACADEMIC PROGRAMS</b>	Number  109	Page  1 of 2
	Date March 23, 2019	

### 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, consistent with student aspirations and regional and state needs. 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 member institutions with establishing guidelines for an Annual Enrollment and Cost Effectiveness Review: annual college-institutional reviews of degree program enrollment, retention, graduation, and cost data, with a summary report of each institution'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 institution will review program enrollment, retention, graduation, and cost data on an annual basis within the context of shared governance and ongoing institutional planning and improvement. Annual data on all VSC degree programs and summary reports of each institution'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, prioritization of resources, and improvement strategies are best conducted by the individual institution as a whole. The Board further recognizes that the VSC mission requires full support of general education curriculum system-wide. New programs (in existence five years or less) will be included and identified as such. Each institution will provide a rationale for any programs identified for closure as a result of the institution's annual data review.

In exercising its fiduciary responsibilities to the member institutions and system as a whole, the Board shall start with a rebuttable presumption that programs in existence for five or more years

that are not achieving minimum program sizes should be reviewed for probable closure.

The minimum program size necessary to maintain quality and ensure effective prioritization of resources is 5 or more program graduates or 25 or more active first majors annually. Certificates are exempt from these thresholds, as are any associate degrees wholly contained within the curriculum of baccalaureate programs. Annual identification of programs with enrollments below the minimum size based on either the most recent year's data or a running three-year average is intended to facilitate a review process to determine the viability, continuation, discontinuation, or investments required to achieve minimum program size.

*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 institution'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 member institutions 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 member institutions 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:

Chancellor