Unit Plan: Enrollment Requests

Unit: Business

Division or Area to Which You Report: Applied Technology & Business

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Audience: Budget, Deans, CEMC, IPBC

Purpose: To recommend changes in FTEF allocations for subsequent academic year and guide Deans and CEMC in the allocation of FTEF to units.

Instructions: In the area below, please list your requested changes in course offerings (with reference to corresponding change in FTEF) and provide your rationale for these changes. Be sure to analyze enrollment trends and other relevant data (http://help/EMC/). Please seek your dean’s assistance as needed.

Enrollment in business classes has surged in the past two years. In Spring 2006, business classes had 158.3 FTES, with a WSCH/FTEF of 531. In our most recent look at Spring 2008, we had 239.7 FTES (+51%), with a WSCH/FTEF of 624. We are turning students away, particularly in our very popular online transfer courses. To continue our momentum, and to be able to offer the approximately ten new courses to be developed as part of our new certificates, we need an increase in our FTEF allocation.

Our current FTEF allocation is 12.5 for both Fall and Spring. We’re requesting an FTEF allocation of 13.5, which will enable us to offer 4 additional classes each semester and provide release time for the development of new programs. 2 of those classes will be new classes for our new programs. 2 will be additional online sections and/or large lectures of over-enrolled core classes, such as BUS-1A and BUS-10. We’re also requesting 0.2 FTEF reassigned time for development of the new programs.