

Guidelines for Prioritizing Course Offerings in Situations Where Crafton Either Needs to Reduce or Increase Sections

Assumptions:

The decisions regarding course offerings should always be made in consultation between faculty and their dean and the Vice President of Instruction. The mission and charge of the community college as defined by state law should frame the discussions and decisions for course offerings. In addition, the mission and vision of the college, current needs and demands of the students and community, and research should all inform course offerings as well.

Framework:

- A. Current law defines CCC's core mission as providing academic and vocational instruction at the lower-division (freshman and sophomore) level. Under this mission, community colleges **prepare students for transfer to four-year institutions and grant associate's degrees and certificates**. Other important statutory missions include **providing opportunities for workers to update their job skills** (such as by taking a computer class) and **offering pre-collegiate basic skills instruction in English and mathematics**.

The Enrollment Strategies Committee recommends the following priority at Crafton Hills College:

1. Courses required for Associate Degrees for Transfer or Associate Degrees
 - Courses required for transfer level math and English
 - Courses required for transfer, but not in a degree or certificate
 2. Courses required for Career-Technical degrees or certificates and any other credit certificates
 3. Courses with high student demand as indicated by enrollment
 4. CTE courses and courses especially leading to a living wage
- B. The vision of Crafton Hills College is to be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting
- C. The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning
- D. Attention should be given to the changing political climate that may affect expectations and funding.

Considerations for Prioritizing Course Offerings:

1. Is the course necessary for students to be successful in obtaining an associate's degree for transfer, associate's degree, or a certificate, or to transfer to a four-year institution?
2. Is the course part of the required or elective courses for a particular ADT or associate's degree at CHC?

3. Is the course necessary for job training or living wage?
4. What is the recent demand for this course in the last 5 years (SEP, wait list, compare wait list to open seats, etc.)?
5. What percent of students who take that course successfully reach the goal of degree, certificate, or transfer?
6. In order to maintain diversity in course offerings toward completion of a degree, certificate, or transfer, consider keeping a single course over keeping multiple sections of another course.
7. Before deciding to not offer a certain course, check availability of that course at surrounding campuses.

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