

COURSE DEMAND/ENROLLMENT PRESSURE FUNDING AUDIT PROCESS

Course Demand and Review	<p>To ensure adequate course availability to facilitate students' timeliness to degree completion, the Course Demand Committee regularly monitors and assesses undergraduate course utilization, demand and availability. Where needed, additional institutional funding will be considered to support added seats/sections due to enrollment pressure. The Provost Office will conduct the following audit for sections approved for Enrollment Pressure Funding.</p>
Course Demand Audit	<ul style="list-style-type: none"> <input type="checkbox"/> Step 1: Audit Prior Year Expenditures <ul style="list-style-type: none"> a. Verify sections added b. Verify expenditures (i.e. were expenditures requested appropriate for additional sections) c. If audit demonstrates sections not added or expenditures not appropriate, funding will not be available for succeeding year. <input type="checkbox"/> Step 2: Evaluate Overall Enrollment <ul style="list-style-type: none"> a. If enrollment decreases <ul style="list-style-type: none"> 1. Identify sections that can be removed b. If enrollment increases or remains steady <ul style="list-style-type: none"> 1. Review faculty hires and faculty losses in pressure areas (i.e. Full-Time Faculty and Lecturers) <ul style="list-style-type: none"> ⇒ If faculty hires outweigh faculty losses in pressure areas the amount of pressure funds will be decreased. ⇒ If faculty hires do not outweigh faculty losses in pressure areas prior year pressure funding should be provided to ensure constant number of sections across academic years. <input type="checkbox"/> Step 3: Proceed with Course Demand Recommendation and Review Process