

WNCC Administrative Procedure

Title:	Strategic Course Management
Division:	Academic Affairs
Category:	Faculty Workload
Reference:	BP-630 Faculty Workload AP-630.01 (Calculating Faculty Load) AP-630.02 (Section Caps and Minimums) Current Western Education Association and Western Community College Area Board of Governors Negotiated Agreement
Number:	AP-630.04
Date of Approval:	May 15, 2026
Approval:	Greg Dart, President

Purpose

This procedure assists WNCC in balancing the economic goals of fiscal responsibility with the educational needs of students' abilities to complete their educational goals in a timely and efficient manner.

Scope

The procedure applies to all credit-bearing courses and programs offered at WNCC.

Definitions

At load – An instructor is “at load” if they teach 15 load hours per semester (fall/spring) or 7.5 load hours per summer semester, if on a 220-day contract.

CAO – Chief Academic Officer

Overload – An instructor is at “overload” if they teach or are assigned more than 15 but less than 21 load hours per semester or more than 7.5 hours per summer semester if on a 220-day contract. Loads above 21 credit hours per semester require prior approval from the Chief Academic Officer.

Underload – An instructor is “underload” if they teach fewer than 15 load hours per semester (fall/spring) or fewer than 7.5 hours per summer term, if on a 220-day contract.

Procedure

To ensure both instructional quality and the fiscal health of the College, WNCC delivers classes to meet the needs of the students as well as uses institutional resources in a cost-effective and efficient way. If a course section fails to meet these requirements, then cancellation of the section may be considered.

Minimum Section Enrollment

The minimum section enrollment is set at 35 percent of the course section cap as provided in AP-630.02 (Section Caps and Minimums).

Per the Negotiated Agreement, the standard section cap for WNCC is 25 students, establishing nine (9) students as the minimum number of students that must be enrolled prior to the start of the semester for the section of a course to be offered.

The minimum enrollment for course sections with an enrollment cap different than 25 would be calculated by taking the cap and multiplying by 35 percent.

Courses not meeting the minimum enrollment will be reviewed for cancellation or for a possible percentage of load prior to the beginning of the term in which they are offered.

Course / Section Cancellation

At the discretion of the Chief Academic Officer (CAO), a course not meeting the minimum enrollment will be allowed to run at 100% of load if it is the only section of the course offered that semester AND meets at least one of the following conditions:

- a. The course is required for students to complete the curriculum in a timely fashion.
 - b. The course is a continuation of a sequence of courses that students need. (e.g., SPAN-1020).
 - c. The course is offered in a rotation that would make it unavailable for at least another academic year.
 - d. The course meets a specific college or community need that is time sensitive.
 - e. The course is new or part of a pilot program, offered as an experiment, or in an innovative format (modality or day/time) for the first time.
 - f. The course is associated with another type of student experience, such as directed individual study, co-curricular activity, internship, or other.
 - g. The course has not been exempted from the minimum course enrollment previously.
- Courses with recurring instances of low enrollment will be reviewed for possible modification.

Course Cancellation Process

- a. Shortly after registration for the term begins, the CAO and academic deans/associate deans will begin monitoring enrollments and identify courses that appear to be under-enrolled.
- b. Three weeks prior to the term, the CAO, deans/associate deans, and division chairs will review the enrollments for the upcoming term and identify courses that are at-risk of being cancelled. As many changes to course offerings as possible should be made at this time so that student schedules can be amended and faculty workload adjusted with sufficient time before the term starts.
- c. One week prior to the first day of classes, the CAO, deans/associate deans, and division chairs will make a final determination of courses to be cancelled for the upcoming semester or will identify the timeframe at which those decisions will be made.
- d. When a course section is canceled, the students, the students' academic advisors, and the Student Success Advising Office will be notified so that the students' schedules can be adjusted as soon as possible.

Faculty Reassignment

Full-time Faculty

- a. If a course that is canceled is taught by a full-time faculty member, the faculty member's workload will be modified to reflect the change in assignment.
- b. If the cancellation does not cause a faculty member to be "underload," no action needs to be taken.
- c. If the cancellation results in a faculty member being "underloaded" for the upcoming academic term or year, a variety of actions can be considered:
 - i. A course taught by an adjunct instructor could be reassigned to the full-time faculty member.
 - ii. A course taught by a full-time faculty member who is in an overload position may be reassigned to the underloaded faculty member.
 - iii. A new section of a course that is fully enrolled or almost fully enrolled may be opened and assigned to the underloaded faculty member.
 - iv. Teach an additional course with a later start date (second 8-week course) when possible.
 - v. In rare cases, a "special assignment" created by the division chair and faculty member and with specific time requirements and measurable outcomes and approved by the dean/associate dean and/or CAO.

Adjunct Faculty

If a course that is canceled is taught by an adjunct faculty member, the adjunct's contract will be modified to reflect the cancellation. This could mean the cancellation of the contract for the term.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: May 19, 2023 (effective with the fall 2022 semester)

Revision Date: May 15, 2026 (effective with the fall 2026 semester)

Sponsoring Division: Academic Affairs