

SPREADSHEET TO ESTABLISH POTENTIAL ENROLLMENTS BY COURSE F04

❖ Course Information

- The sheet contains a list of courses taught in your department according to the Master Schedules for F00-F04.
 - If sections of a course were offered on the internet there is a **W** in the **WEB ITV** column.
 - If sections of a course were offered via ITV there is an **ITV** in the **WEB ITV** column
 - If sections of a course were offered at a High School for Dual Credit there is a **H** in the **OFF CAMPUS** column.
 - If sections of a course were offered off campus there is a designation in the **OFF CAMPUS** column (**S** Three Rivers CC or Benton or Rolla; **P** Perry County HEAC; **N** St Louis-Flo Valley, Farmington High School, Lindbergh High Sch, SE Hosp Coll Nurs, Jefferson College, Mineral Area Coll, Farmington High Sc, St Louis Area, SO Co Ctr Stlcc, Harris-Stowe Coll, St Louis-Flo Valley, Kansas City Area, Columbia Area, Sedalia/Pettis Co, St Joseph, Var Sites Ozark Pl; **K** Kennett HEAC; **I** Sikeston HEAC; **B** Bootheel Education)
 - If you have added courses add them to the list
 - If you have officially deleted courses place an **X** in the **DELETE** column
- The **current potential** column gives the potential on record

❖ Columns which may require additional information

- **contact hours**
 - enter the contact hours if they are different than the credit hours for the course. Most departments will not do this.
- **mode**
 - identify a course historically taught off-load by placing an “O” in the mode column
 - theses, independent studies, readings, research, internship, practicum etc.,
 - identify a course listed in more than one department by placing a “X” in the mode column
 - for example *AO555, Soil Class & Res Mgt* taught in Ag and *GO555 Soil Class & Res Mgt* taught in Geoscience
 - identify a mixed enrollment course by placing a “M” in the mode column for each course involved.
 - a set of courses taught essentially together in one room to one set of students (i.e., BI643/BI443)
- **new potential**
 - For courses with no current potential enrollment determine the maximum number of students that can be taught in a section and enter that number in the column
 - ◆ potential enrollment for courses with a special designation in the mode column

- “off load” (not in load or over load) course designated by O in the mode column
 - the potential enrollment will be zero.
- mixed enrollment class designated by M in the mode column
- the potential enrollment would be established for the class and will cover all of the courses in the set (i.e., BI643/BI443)
 - enter the potential enrollment for one of the courses in the set
 - the potential enrollment for the others will be 0
- cross-listed courses designated by X in the mode column
- ◆ the two chairs would decide the maximum enrollment for the course and how they are going to divide that.
 - for example a course with a target of 40
 - ◆ 15 in Department A and 25 in Department B
 - ◆ 20 in Department A and 20 in Department B.
 - ◆ 20 or 25 would be listed as the potential enrollment for Department B and 15 or 20 for Department

- **limiting factor**
 - select a category for limiting factor and place the letter in the column
 - ◆ F for facilities
 - ◆ P for pedagogy
 - ◆ S for safety

- **change potential**
 - In the rare event that circumstances, such as change in available room size, have changed since the potential was established in a way that mandates change in the potential enrollment, place the new potential in the **change potential** column. Provide a specific detailed rationale for the change in the rationale column

- **rationale**
 - Provide a rationale for the limiting factor
 - ◆ Possible examples – the rationales given are intended as examples and may not be appropriate for every course. It is anticipated that you may use additional rationales.
 - Limiting factors with sample rationales
 - Facilities
 - if a special room, e.g. lab, is needed, the space in that room could limit the class size
 - if a room that could take a larger class is not available through Resource 25
 - if special equipment is needed the availability of equipment could limit enrolment
 - Safety – the use of equipment or specific procedures require a smaller group
 - Indicate the nature of the equipment and/or procedures
 - Pedagogy – specific pedagogical techniques require a smaller group indicate what they are and why they require a smaller class

- Provide a rationale for the changed potential