CARBON CAREER & TECHNICAL INSTITUTE

	120. PROGRAM ENROLLMENT
1. Purpose	The Joint Operating Committee takes seriously its obligation to monitor the enrollment of its various programs. It believes that minimum enrollment numbers need to be maintained in all career and technical programs. These numbers shall be based upon the physical availability of space, work station limitations, completion rates, and type of program. Low enrollment is defined as 1/3 (rounded up) of the total of the maximum program enrollment of the combined a.m. and p.m. sessions.
2. Guidelines	When a program has been determined to have low enrollment for a period of three (3) consecutive years, the program shall be placed on probationary status. Once this occurs, the program shall be intensely managed by the building principal and the Administrative Director. An analysis of the following shall be completed: 1. Recruitment activities/student interest. 2. Occupational Advisory Committee support. 3. Facility needs. 4. Curriculum content. 5. Existing equipment. 6. Instructional techniques.

7. Staffing.

8. Occupational/postsecondary schooling outlook.

Once the analysis has been completed, a plan for improvement shall be developed and adhered to during the current school year. The program shall remain on probation for a period of at least one (1) school term. If enrollment has not improved sufficiently to warrant additional resources, one (1) of the following actions will occur:

1. The program will be modified or reduced in size.

2. The program will be continued on probation for an additional year.

3. The program will be closed.

The maximum program enrollments per session (each career & technical course has two sessions, a.m. and p.m.) are as follows:

Auto Collision & Repair	18-20
Auto Service & Technology	18-20
Carpentry	18-20
Cosmetology	20
Culinary Arts	20
Drafting & Design Technology/Technician	19
Electrical Construction/Maintenance	16-18
Electronics Communication Engineering Technology	16
Graphic Design	18
Health/Medical Assistant/Aide	18
Heating, Ventilation, Air Conditioning & Refrigeration	18
Management Information Systems	15
Marketing/Distributive Education	16

	Precision Machine Technology	17-18
	Welding	15-17