

SUN AREA TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: CONTINUATION OF
PROGRAMS

ADOPTED: May 19, 2005

REVISED: October 18, 2012

	<p>136. CONTINUATION OF PROGRAMS</p>
1. Purpose	<p>It is the obligation of the Joint Operating Committee (JOC) of SUN Area Technical Institute to monitor enrollment in the various programs. Minimum enrollment numbers must be maintained in career and technical programs.</p>
2. Authority	<p>The JOC and the Administrative Advisory Committee (AAC) shall be notified annually of the projected enrollments for each program in March and actual enrollment figures in August.</p> <p>The Administrative Director shall identify and report to the JOC in March and August any programs that warrant consideration by the JOC for probationary status or elimination.</p> <p>Decisions of the JOC to add or eliminate a program will be made on a case-by-case basis and, therefore, any decision for the addition or elimination of any program(s) are not intended as, and therefore, should not be considered to be, the establishment of a past practice or the modification or abrogation of this policy.</p>
Pol. 303, 310, 311, 404, 410, 411, 504, 505, 511	<p>The elimination of a program shall remain within the sole discretion of the JOC and nothing within this policy shall, in any way, be deemed to limit, restrict, waive or otherwise abrogate that discretion or any statutory, contractual or inherent managerial prerogative of the JOC. Accordingly, notwithstanding any provision of this policy, the JOC reserves all of its rights, powers and privileges relative to the addition, demotion, suspension, or termination of professional, temporary professional and support staff employees which are granted to, recognized or otherwise reserved unto the JOC by the Public School Code of 1949, as amended, the Public Labor Relations Act and/or any collective bargaining agreement with the recognized representative of the employees of the SUN Area Technical Institute.</p>
3. Guidelines	<p>All names of secondary students and their program selection will be submitted to the school no later than March 1st or the next operating day of each school year for the following school year.</p>

Probation I – 1st Year of Programs with six (6) to nine (9) students enrolled

First year, programs with six (6) to nine (9) students enrolled as of March 1 or the next operating day, will receive probation I notice. If enrollment remains at six (6) to nine (9) students by the second Thursday in August, the program will continue. However, if by March 1st or the next operating day of the second consecutive year, enrollment has not increased above nine (9) students, the program can be terminated after being evaluated by the Administrative Director, Superintendent of Record, and the Joint operating Committee to determine if it should continue.

Probation II – Programs with two (2) or more consecutive years with six (6) to nine (9) students enrolled

Programs with two (2) or more consecutive years having six (6) to nine (9) students enrolled by the second Thursday in August will continue; however, if by March 1st or the next operating day, enrollment has not increased above nine (9), the program may be terminated for the upcoming school year after being evaluated by the Administrative Director, Superintendent of Record and the Joint Operating Committee to determine if it should continue.

Probation or Warning Letter Rescinded – If, on the second Thursday in August, it is realized that an instructor having received a probation or warning letter in March, enrollment has increased above the numbers of students that initiated the letter, the letter will be upgraded to probation status or rescinded entirely.

Programs with ten (10) or more students enrolled will continue for the following school year.

Letter Of Warning

Possible program closure because of less than six (6) students. Notwithstanding anything in the foregoing to the contrary, those programs for which less than six (6) students are enrolled for the upcoming school year by the second Thursday in August shall be closed. The enrolled students will be offered alternate technical education options to fulfill their career goals. The letter of warning shall give notice of suspension of any employees affected by program closure.

Notice Of Pending Closure/Termination

Having received a Letter of Warning in March of possible program closure because of less than six (6) students enrolled for the upcoming school year, effective June 1st or the next operating day, upcoming school year enrollment will be verified to

determine if the enrollment has increased above the number of students that initiated the letter. If the numbers have not increased the Notice of Pending Closure/Termination as defined below will apply.

Pending Program(s) Closure/Termination because of less than six (6) students. Notwithstanding anything in the foregoing to the contrary, those programs for which less than six (6) students are enrolled for the upcoming school year by the second Thursday in August shall be closed. The enrolled students will be offered alternate technical education options to fulfill their career goals.

Notice Of Closure/Termination

Having received a Notice of Pending Closure/Termination in June of possible program closure because of less than six (6) students enrolled for the upcoming school year, effective upcoming school year enrollment will be verified to determine if the enrollment has increased above the number of students that initiated the Notice of Pending Closure/Termination. If the numbers have not increased the Notice of Closure/termination as defined below will apply:

Program Closure/Termination because of less than six (6) students. Notwithstanding anything in the foregoing to the contrary, those programs for which less than six (6) students are enrolled for the upcoming school year by the second Thursday in August shall be closed. The enrolled students will be offered alternate technical education options to fulfill their career goals.

Notwithstanding anything in the foregoing to the contrary, those programs for which less than six (6) students are enrolling for the upcoming school year by the second Thursday in August shall be closed. The enrolled students will be offered alternate technical education options to fulfill their career goals. The enrollment data available in March of the succeeding calendar year shall determine whether or not the program(s) will be reinstated.

Suspension – If, on the second Thursday in August, it is realized that an instructor, having received a warning letter in March, enrollment declines to less than six (6) students, the program(s) shall be closed for the upcoming school year. It shall be discretionary with the JOC to offer the program with enrollment of six (6) to nine (9) students.

Programs with ten (10) or more students enrolled will continue for the following school year.

Adult Students

Verified registration of postsecondary students will be determined by the 20th school day of each year. Any daytime adult student (PTA) scheduled for 495 hours or more of instruction will be counted as a full-time student. Instruction under 495 hours will be counted as a fraction thereof. PTA enrollments will be considered in determining the March 1st or the next operating day program enrollment projections.

Notification Types

1. Letter of Warning – possible program closure because of less than six (6) students. (Processed in March).
2. Notice of Probation I – first year of programs with six (6) to (9) students enrolled. (Processed in March).
3. Notice of Probation II – second year of programs with six (6) to (9) students enrolled. (Processed in March).
4. Notice of Pending Closure/Termination. (Processed in June).
5. Notice of Closure/Termination. (Processed in August).

References:

Joint Operating Committee Policy – 303, 310, 311, 404, 410, 411, 504, 505, 511