



Procedures for Minimum Program Enrolment

Parent Policy:	<i>Management of Programs and Courses Policy</i>		
Procedure Reference	MPCPRME_2606N_AD/PVPA		
Procedure Sponsor:	Provost and Vice President Academic		
Procedure Contact:	Provost and Vice President Academic		
Applies to:	Employees		
Approved by:	Executive Team		
Approval date:	June 29, 2026		
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Last reviewed:	New	Scheduled review date:	2031

1. Purpose

These procedures establish a consistent and transparent approach to minimum enrolment thresholds across Okanagan College's Credit Programs. They support decision-making that balances program delivery costs, pedagogical integrity, student access, and financial sustainability, and incorporate the minimum enrolment formula approved by the Board. They also operationalize the Board's authority under section 19(1)(e) of the College and Institute Act.

2. Scope and Application

These procedures apply to all Academic Credit Programs delivered by Okanagan College, regardless of discipline, delivery method, or instructional format. They apply to employees responsible for academic planning, scheduling, and program delivery.

They establish the institutional requirements for minimum enrolment thresholds, supporting consistent decision making related to program offerings, and guiding the escalation and approval of exceptions in alignment with Board approved policy.

3. Definitions

Academic Credit	Means the value assigned to a Credit Course or some other form of learning that counts toward Credit Program or Credential completion. ¹ Academic Credit(s) are numerical values assigned to Courses or learning activities, representing the amount of learning achieved, commonly relating to instructional hours or learning outcomes. ² Academic Credit may be applied at the Course or Program level.
Base Operating Grant	Means the core, recurring funding provided by the BC Government to support Okanagan College's ongoing, day-to-day operations and deliver its mandate.
Credit Course	Means an organized and coherent unit of curriculum with specified learning outcomes or competencies, content, and assessment, that is assigned Academic Credit or a contact hour value, and is offered by Okanagan College independently or as part of a Credit Program.
Credit Program	Means a set of Credit Courses or other academic requirements that leads to the awarding of a credential that meets the requirements of SkilledTradesBC, the BC Post Secondary Institutional Proposal System, the BC Degree Quality Assessment Board, or the Minister assigned the post-secondary or skilled trades portfolio.

4. Procedures

Minimum Enrolment Formula

- 4.1 The Board of Governors will establish a minimum enrolment methodology to be applied across the College's Credit Programs. On a biennial basis, the Board will review and assess the effectiveness of the formula to ensure it remains appropriate, relevant, and aligned with institutional priorities and financial conditions. The methodology and formula will establish a consistent institutional standard for determining when Credit Programs proceed, when mitigation measures are required, and when exceptions must be formally justified. In establishing and assessing the methodology, the Board will ensure that it:
- a) creates a clear institutional standard for when a program should proceed as planned, when mitigation measures should be considered, and when an exception requires explicit justification;
 - b) mitigates risk on unrestricted operating funds and decreases the likelihood that deficits in one area will require reductions elsewhere;
 - c) supports fairness and transparency in decision-making, as program leaders, administrators, and the board would be working from a common standard rather than relying on one-off judgments that may be difficult to defend consistently across schools, campuses, or intakes;

¹ www.bccat.ca/pubs/WhatAcademicCred.pdf

² www.qaa.ac.uk/docs/qaa/quality-code/what-is-credit-guide-for-students.pdf & www.bccat.ca/pubs/WhatAcademicCred.pdf

- d) removes a narrow “profitability only” frame so the college can continue to do what is right for learners, communities, and regional workforce needs, but can do so knowingly and within a financially sustainable framework;
- e) improves planning discipline by encouraging earlier review of applications, stronger scheduling and marketing decisions, more timely consolidation of sections, and clearer escalation where a variance from the standard is proposed; and
- f) sets a standard below which a compelling rationale is required to continue a program below the standard such as maintaining a final cohort for student completion, meeting regulatory or accreditation obligations, supporting strategic labour-market priorities, advancing equity commitments, or preserving regional access where the public interest is clear.

Methodology and Formula Definitions

4.2 The following definitions shall be used for the purpose of the methodologies and formulas outlined within these procedures:

- a) **FTE** = Full-Time Equivalent Registration (i.e., the equivalent to a student enrolled in the full course load)
- b) **FUND_{BG}** = Value of Base Operating Grant applied to the program.
- c) **FUND_I** = Indexed value of Base Operating Grant applied to the program.
- d) **FUND_P** = Program specific funding (e.g., 3rd party or government one-time or ongoing operational funding directly attributable to the program)
- e) **FUND_T** = Total Base Operating Grant
- f) **IC_D** = Direct Instructional Costs (Total Compensation [Salary & Benefits] of Instructional Staff)
- g) **IC_I** = Indirect Instructional Costs (Total Compensation [Salary & Benefits] of Laboratory Technologies or similar).
- h) **MC_D** = Disposable Materials Costs (i.e., all costs directly attributable to the program including materials, smallwares, etc.)
- i) **PCA** = Program Chair Allocations (i.e., Total Compensation [Salary & Benefits] of the proportion of academic chair workload attributable to the program)
- j) **MIF** = Mandatory Instructional Fees per Full-Time Student
- k) **MNIF_P** = Mandatory Non-Instructional Fees per Full-Time Student
- l) **OCS_F** = Student Facing Operating Costs (e.g., Student Services, SEM, Registrar, etc.)
- m) **OCNS_F** = Non-student Facing Operating Costs (e.g., Finance, People Services, Administration)
- n) **PT_T** = Total Program Tuition per Full-Time Student

Minimum Enrolment Formula

4.3 The formula approved by the Board to establish minimum enrolment is:

$$FTE = \left(\frac{(IC_D + IC_I + MC_D + PCA) - (FUND_P + FUND_I)}{(PT_T + MIF + MNIF_P)} \right)$$

Base Operating Grant ($FUND_{BG}$) Methodology

- 4.4 While most variables in the FTE equation are stable, $FUND_{BG}$ is discretionary and depends on the cost of non-teaching services and administration. As the Base Operating Grant must also fund these cost centres, only the remaining portion is available to support instructional activities. Therefore, the following formula is established to calculate the Base Operating Grant funds available to support teaching-based activities:

$$Available\ FUND_{BG} = FUND_T - (OC_{SF} + OC_{NSF})$$

Maximum Base Operating Grant Methodology

- 4.5 Further, Programs shall be assigned a maximum allowable level of Base Operating Grant support based on delivery format, recognizing that laboratory-intensive programs require higher resources than primarily lecture-based programs and that tuition rates do not vary in proportion to delivery costs. The institutional baseline is set using primarily lecture-based programs in business, arts, and science, with a target enrolment of 30 students per class. Therefore, the maximum Base Operating Grant allocations shall be as follows:

- a) 10% – Fully lecture-based
- b) 20% – Majority lecture-based
- c) 30% – Mixed lecture and laboratory
- d) 40% – Majority laboratory-based
- e) 50% – Fully laboratory-based

- 4.6 As the total required Base Operating Grant allocation across programs may exceed the available funding, allocations will be adjusted in accordance with the following indexing formula.

$$if\ \sum FUND_{BG} > Available\ FUND_{BG}$$

Based Operating Grant Indexed Value Formula

- 4.7 The maximum allowable Operating Base Grant allocation will be indexed by the following formula:

$$FUND_I = \frac{Available\ FUND_{BG}}{\sum FUND_{BG}}$$

5. Related Acts and Regulations

College and Institute Act

6. Supporting References, Policies, Procedures and Forms

Management of Programs and Courses Policy

History / Revisions

Date	Action
2026-06-30	New Procedure Approved by Executive Team: Procedures for Minimum Program Enrolment (MPCPRME_2606N_AD/PVPA)