

4.3.2 Appendix L – Criteria for Evaluating Proposals to Increase Enrollment

Programs seeking to increase class size should provide the Council with qualitative and quantitative information supporting the proposal, identifying how the increase in class size impacts the mission of the college and the impact of the change on the ability of the college to meet the Standards of Accreditation. The proposal should address the following considerations (see below). Other information that may have an impact on continued compliance with the Standards must also be included.

Standard 1 – Organization

- Availability of support staff – describe any changes to be made.
- Associate Deans for Academic and Student Affairs – how will the increase in the number of students affect their duties?
- Associate Dean for Student Affairs attention to students' mental health and wellness concerns – how will the increase impact their services?
- Additional responsibilities on admissions personnel and committee – how will this be managed?
- Additional applications for research experiences – describe how additional opportunities will be offered.

Standard 2 – Finances

- For publicly funded programs, will the additional students be resident, non-resident, or a combination?
- Will there be a change in the number of students admitted for clinical training from other institutions?
- What will be the increase in revenue? What will be the increase in expenditures?

Standard 3 – Physical Facilities and Equipment

- Are there enough seats in classrooms? Auditoriums? Labs? How will the college assemble the entire cohort, if needed?
- If there aren't enough seats for the planned class size, how will the college provide equivalent access to lecture-based instruction?
- Will additional study spaces and computers be added?
- Describe planned changes in the number of lockers, toilets, and showers.
- Regarding labs (including labs in which psychomotor skills are learned): how will the increased enrollment be handled? Will more sessions be held? More students per group? How many more instructors will be added? Will the additional instructors be from existing or added personnel?
- Describe the impact of more students in the teaching hospital. How many more will be in the hospital at a given time?
- Describe how the need for more specimens, models, and equipment will be managed. Describe the impact on the availability of student housing on or near the campus.
- Describe how the need for more student parking will be accommodated.
- Describe anticipated changes in mass transit availability

Standard 4 – Clinical Resources

- How will the increased number of students in clinical rotations be handled?
- Show the number of students per rotation now, and how that will change after the enrollment increase proposed. Pay particular attention to core rotations, and how these will be allocated and overseen.
- For off-campus sites, how will oversight be accomplished? Will more sites be used, or just increase the number of students at a time? Explain how oversight will be accomplished, by whom, and general negotiation process for distributive sites.
- Impact on animal use for teaching? Will more animals be added, or will existing animals be used more frequently?
- Will the number of animals for necropsy be increased? If so, how?

Standard 5 – Information Resources

- What will be the impact on library staff? Will more IT support staff be added?
- Will additional staff be added to assist faculty in developing instructional resources? Describe the impact on Medical Records staff for training students to use the EMR? Will library space and required resources (e.g., computers, access to publications, study rooms and carrels) be changed to fit new needs?
- Access to the library – will hours of operation change?

Standard 6 – Students

- Describe the impact on existing support staff and if and when additional support staff will be hired.
- How will the additional need for wellness, career, financial aid, etc. counseling be addressed?
- If students wish to attend lectures, but can't due to space limitations, how will the college provide equivalent access?
- Which courses will be considered for virtual instruction and what criteria will be employed when making these assessments?
- How will accessibility to remote learning be ensured?
- Outline how many of the additional students will be resident or non-resident. If non-resident students will be admitted to a publicly-supported college, what is the rationale?

Standard 7 – Admissions

- How and when will prospective students be informed that not all will be able to attend classes in-person in real time if auditoriums will not accommodate the entire class?
- How will offer letters describe how this will be handled? Describe the impact on admissions and student affairs personnel.
- Describe the impact on the admissions process for students from other institutions (transfers or students admitted for clinical training only).

Standard 8 – Faculty

- Outline what additional hires will be made, at what levels, and in what disciplines. In disciplines in which no new hires will be made, how will the increased burden on faculty be accommodated?

Standard 9 – Curriculum

- Explain how the additional students will impact the student experience overall in the pre-clinical and the clinical curricula.
- Will there be a change in the number of students admitted from other institutions into the clinical year? If there is no change in the number of clinical year students from other institutions, how will the additional students from the home institution be accommodated in clinical rotations?
- Will there be any change in the modality of delivering the curriculum, and, if so please describe?

Standard 10 – Research

- How will the increase in enrollment impact the number of opportunities for students to engage in research?
- Will the number of positions in dual-degree programs (if such exist) be increased? By how many?

Standard 11 – Outcomes

- Explain how the outcomes assessment program will accommodate the additional students.
- Will additional staff and counselors be added to identify and assist students who are struggling with achieving competencies?