



Standard of Practice

PROGRAM DISCONTINUANCE (MCs VERSION 10/5/2010)

Reference:

Administrative Procedure (AP) 4021 Program Discontinuance

Title 5 §55000(f)

This standard of practice was developed in consultation with the Academic Senate. Title 5 defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education”.

STAGE ONE: Analysis

- Step One: During the March through April Program Planning process, each program is identified by stable, growth, or pay attention status. Program status is defined by the following:
 - Stable
 - Constant in all categories
 - Slow or moderate rate of growth
 - Not impacted
 - Growth
 - Upward trend in productivity, CRNs and enrollment
 - Rapid rate of growth
 - Resources and facilities no impacted
 - Pay Attention
 - Upward or downward trend with wide margins
 - No growth or downward trend
 - Rapid growth by resources and facilities impacted

Further analysis is triggered when a program identified as “pay attention” has demonstrated declining enrollment over four consecutive semesters.

- Step Two: To complete further analysis, the Executive Vice President (EVP) convenes a Recommending Group (RG) that will evaluate the program based on the criteria listed below and submit a recommendation. The RG consists of the Division Dean, Department Chair, and at least three program faculty (one of whom shall be a representative of the Academic Senate). If three program faculty are not available, appropriate faculty from outside of the program are asked to serve.
- Step Three: The RG develops and defines an evaluation rubric appropriate to the program that includes legal considerations and any overarching state program mandates (such as Career and Technical Education, or CTE). The rubric would include but is not limited to the following:
 - Relevancy of the program to the college mission
 - Enrollment and productivity, including length and severity of decline.
 - Student completion and success data, including ARCC/AB1417 (Accountability Reporting for the Community Colleges) data. (Note: This data must be included in CTE program evaluation.)
 - External and internal factors driving demand for the program, including recommendations for program need from transfer institutions and/or Advisory Committees.
 - CTE programs must validate the involvement and recommendations of an Advisory Committee;
 - Labor Board statistics;

- The needs of each neighboring community.
- Availability of resources for offering the program in a current or reduced form.
- **Step Four:** The RG makes one of the following recommendations to the EVP:
 - Program is current and vibrant, with no further action recommended.
 - Program should continue, but needs strengthening or revision.
 - Program should continue, but be reduced.
 - Program is recommended for discontinuance, and the plan for discontinuance is submitted to the EVP.

The EVP accepts the recommendation or requests that the program be re-submitted to the RG for further analysis. Once the recommendation is accepted, Stage Two occurs.

STAGE TWO: Plan Implementation

- **Option A: Program Continuance or Revision**
 - The RG proposes steps for strengthening or revising program, considering
 - Advisory, transfer institution, or other external agency recommendations
 - Course delivery options
 - Other marketing, student, or community considerations
 - The program is monitored for two years.
 - At the conclusion of the two year monitoring period, the program is re-evaluated using the criteria of Stage One.
- **Option B: Preparation for Discontinuance**
 The EVP, dean, department chair/discipline faculty prepare recommended discontinuation plans for submission to the College President. The plan includes:
 - Timeline and process for Program Discontinuance approval at the local and state level.
 - Provisions that allow students currently enrolled to complete or transfer
 - Recommendations from advisory, transfer, or other external groups
 - Consideration of contracts with outside agencies
 - Options for faculty relocation or retraining
 - Other budgetary or facility considerations

The discontinuance plan is submitted to the College President.