

AP 4021 Program Discontinuance

Reference:

Education Code 78016; Title 5, 51022, 55130

The District's colleges will establish, with consultation with the respective Academic Senate, a Program Discontinuance procedure. The procedure will include, as a minimum, the following stages and elements.

Formation of a Recommendation Group ~~Review and Analysis~~

Colleges will form a recommendation group ~~with a predominance~~ comprised of three faculty members and two deans to examine programs ~~on alert status~~ for possible remediation or discontinuance. Alternatively, colleges may choose to assign this task to an existing standing committee with majority faculty representation. The group makes recommendations to the Executive Vice President based on agreed upon program metrics.

As part of the annual program review ~~update and evaluation~~ process, all programs shall provide information and analysis with regard to an agreed upon set of program metrics, which may include:

- 1) Extent to which the program advances the district/college mission
- 2) Extent to which the program addresses district/college strategic goals and objectives
- 3) Extent to which the program duplicates programs offered elsewhere in the district or service area
- 4) Ratio of weekly student contact hours to full-time equivalent faculty (WSCH: FTEF)
- 5) Student demand, as measured by the number of declared majors, wait lists and other indicators
- 6) Evidence of student achievement of designated program-level student learning outcomes
- 7) For career/technical programs, evidence of employer demand for program completers, such as job placement, minutes of advisory committee meetings, etc.
- 8) Extent to which program addresses community needs identified as part of district/college environmental scanning, as appropriate to mission.
- 9) Evidence of student success (course completion, retention and persistence rates; number of degrees and certificates conferred, transfer rates, etc.)
- 10) Currency of program curriculum in relation to employer demand and transfer institution requirements
- 11) Cost of program delivery relative to performance in relation to metrics 1-10.

Based upon its analysis of program metrics, the Recommendation Group or alternative recommending body shall identify programs for possible discontinuance, accompanied by a written justification for the identification. In addition to considerations regarding program vibrancy and viability, programs may be identified for possible discontinuance in the event that the projected

district operating reserves for a fiscal year fall below 6 percent, thereby necessitating consideration of programmatic reductions.

~~At the conclusion of Stage One~~ For each program identified for possible discontinuance, the Recommendation Group ~~or alternative recommending body concludes with~~ shall recommend one of the following courses of action:

- 1 Program is current and vibrant, with no further action recommended
- 2 Attempt to strengthen the program
- 3 Retain but reduce the program
- 4 Prepare for discontinuance

Executive Vice President Review, Analysis and Recommendation

Upon receiving and analyzing the report of the Recommendation Group, and following consultation with discipline faculty, the Executive Vice President informs the area dean, department chair, discipline faculty and the Academic Senate President of programs that have been identified for possible discontinuance, accompanied by a written rationale for the recommendation.

Academic Senate Review and Recommendation

Upon receiving notification of the recommendations of the Executive Vice President concerning possible program discontinuance, the Academic Senate shall review the recommendations and supporting documentation and take one of the following actions:

- 1) Concur with the recommendations of the Executive Vice President; or
- 2) Demur with the recommendations of the Executive Vice President and propose an alternative course of action.

College President Review and Recommendations

Following his/her review of the recommendations of the Executive Vice President and Academic Senate regarding possible program discontinuance, the President shall determine the proposed course of action with respect to each program so identified and shall forward his/her recommendations to the District Chancellor for possible action by the Board of Trustees. The Chancellor and Board of Trustees shall be provided a complete record of the findings and recommendations of the Recommendation Group, Executive Vice President, Academic Senate and College President prior to taking action on any recommendations pertaining to program discontinuance.

~~in danger of serious decline are identified through the following process:~~

~~Stage One: Program Alert and Analysis~~

~~The Recommending Group reviews the vibrancy and viability of the program through an analysis rubric~~

that should include the following:

- ~~1 Mission relevancy~~
- ~~2 Educational Master Plan~~
- ~~3 Enrollment and productivity—length and severity of decline~~
- ~~4 Student Completion and Success Data—length and severity of decline~~
- ~~5 External and internal factors driving program demand~~
- ~~6 Availability of resources~~

For vocational or occupational programs, the Program Alert and Analysis process should include the following elements to ensure compliance with legal standards:

- ~~1 Program review occurs at least every two years~~
- ~~2 Validate the involvement of an advisory committee~~
- ~~3 Documentation of student success and student completion data; including the citation of ARCC/AB1417 (Accountability Reporting for the Community Colleges) data~~

Implementation of Recommendations

~~Stage Two~~— Option A: Program Continuance or Revision

- 1 The Recommending Group proposes steps for strengthening or program revision
- 2 A two-year monitoring period is established, **including a first-year progress report**
- 3 At the conclusion of the monitoring period, the program is re-evaluated ~~using the criteria of Stage One~~ **in relation to the program metrics.**

~~Stage Two~~— Option B: Preparation for Discontinuance

The Executive Vice President, dean, department chair/discipline faculty prepare recommended discontinuation plans **that rely primarily relies upon the advice of discipline faculty** for submission to the College President. The plan must include the following elements:

- 1 Timeline and process for Program Discontinuance approval at the local and state level
- 2 Provision for students currently in the program for completion or transfer
- 3 Provision for displaced faculty **where feasible**
- 4 Provision for impact on budget and facilities