

# 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.

## **I. Annual Program Review and Analysis**

As part of the annual program review update process, all programs shall provide information and analysis with regard to an agreed upon set of program metrics. ~~which may include:~~ These measures shall be applied as appropriate to the respective discipline. Listed below in no particular order and containing no particular weight, the metric may take the following under consideration: ~~and may include:~~ *(numbers below to be replaced with bullet point)*

- 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 and the extent to which it provides a unique service
- 4) Analysis of the Ratio of weekly student contact hours to full-time equivalent faculty (WSCH: FTEF) with attention given to program caps pertaining to but not solely due to regulatory, facilities or contractual limits
- 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.

~~For~~ Each program will be analyzed based on the evidence from the agreed upon metric. The outcome of the analysis will be a recommendation for identified for possible discontinuance, the Recommendation Group or alternative recommending body 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~~ Review for discontinuance

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 that may necessitate in the~~ consideration of programmatic reductions.

## **II. Recommendation Group Review and Analysis**

~~Each colleges will form a standing recommendation group comprised of three faculty members and two deans to examine programs for possible remediation or discontinuance. Alternatively, colleges may choose to assign this task to an existing standing committee. The recommendation group will have a minimum 2/3s faculty representation, as appointed by the Academic Senate, with majority faculty representation. The group makes recommendations to the Executive Vice President based on agreed upon program metrics.~~

Based upon its analysis of program metrics, the Recommendation Group ~~or alternative recommending body~~ has two options:

### **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

At the conclusion of the monitoring period, the program is re-evaluated through the annual program review process in relation to the program metrics.

### **Option B: Preparation for Program Discontinuance**

The Recommending Group proposes program discontinuance, accompanied by a written justification addressed in ~~This must include the following elements~~ to the Executive Vice President.

~~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. (this paragraph moved to end of section I.)~~

## **III. 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.

## **IV. Academic Senate Review, Analysis and Recommendation**

After reviewing and analyzing the recommendations and the supporting documentation of the Executive Vice President concerning possible program discontinuance, the Academic Senate shall respond with a justification of its agreement or disagreement.

~~Upon receiving notification of the recommendations of the Executive Vice President concerning possible program discontinuance, the Academic Senate shall review and analyze 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.~~

**V. College President Review and Recommendation**

Following ~~the~~ 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. The College President shall forward his/her recommendations to the District Chancellor for possible action by the Board of Trustees and notify the area dean, department chair, discipline faculty and the Academic Senate President. ~~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.~~

Should the President recommend discontinuance, the President shall, in consultation with the area dean, department chair, discipline faculty and the Academic Senate President, develop a ~~The~~ plan that 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

**VI. Board of Trustees Review and Action**

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.

**VII. ~~Implementation of Recommendations~~**