

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. These measures shall be applied as appropriate to the respective discipline. Listed below in no particular order and carrying no particular weight, the metric may consider:

- A. Extent to which the program advances the district/college mission
- B. Extent to which the program addresses district/college strategic goals and objectives
- C. 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
- D. Analysis of the ratio of weekly student contact hours to full-time equivalent faculty (WSCH: FTEF "productivity") factoring-in fluctuations in program productivity caused by manipulations of enrollment caps
- E. Student demand
- F. For career/technical programs, evidence of employer demand for program completers, such as job placement, minutes of advisory committee meetings
- G. Extent to which program addresses needs identified as part of environmental scanning, as appropriate to mission
- H. Extent of course completion, number of degrees and certificates conferred, and transfer rates
- I. Currency of program curriculum in relation to employer demand and transfer institution requirements
- J. Affordability of program relative to students served

Each program will be analyzed based on the evidence from agreed-upon metric. The outcome of the analysis will be a recommendation for one of the following courses of action:

- 1) No action needed
- 2) Strengthen the program
- 3) Reduce the program
- 4) Review for discontinuance

II. Recommendation Group Review and Analysis

Each college will form a standing recommendation group to examine programs for possible revision 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; the Executive Vice President shall appoint administrative representation.

Based upon its analysis of the program metric, the Recommendation Group has two options:

Option A: Program Continuance and Revision

The Recommendation Group proposes program continuance with revision, accompanied by a written justification addressed to the Executive Vice President. A two-year monitoring period is established with a first-year progress report

Option B: Program Discontinuance

The Recommendation Group proposes program discontinuance, accompanied by a written justification addressed to the Executive Vice President.

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.

V. College President Review and Recommendation

Following the 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.

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 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 and staff 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.