



Book	VCCCD Administrative Procedure Manual
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The District's colleges will establish, with collegial consultation with the respective Academic Senate, a Program Discontinuance standard operating 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. Each college shall determine its own program metrics; the list below, in no particular order and containing no particular weight, is intended to provide colleges with possible criteria to be taken into consideration:

#### *POSSIBLE CRITERIA:*

- Extent to which the program advances the district/college mission.
- Extent to which the program addresses district/college strategic goals and objectives.
- Extent to which the program duplicates programs offered elsewhere in the district or service area and the extent to which it provides services that are unique to the service area.
- 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.
- Student demand.
- Evidence derived from analysis of designated program-level student learning outcomes.
- For career/technical programs, evidence of employer demand for program completers, such as job placement, updating of skills, minutes of advisory committee meetings, etc.
- Extent to which program addresses needs identified as part of environmental scanning, as appropriate to mission.
- Extent of course completion, number of degrees and certificates conferred and transfer rates.
- Currency of program curriculum in relation to employer demand and transfer institution requirements.
- Cost of program delivery relative to performance in relation to the program metrics adopted by the college.
- Other criteria as determined by the college.

Each program will be analyzed based on the evidence from agreed upon metrics. 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

In addition to considerations regarding program vibrancy and viability, programs may be identified for possible discontinuance in the event that, based on analysis conducted by the Vice Chancellor, Business and Administrative Services projected district reserves for a fiscal year are projected to fall below the state-required minimum of 5 percent, that may necessitate the consideration of

programmatic reductions.

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

Each college will form a standing recommendation group to examine programs for possible remediation or discontinuance. In designating its recommendation group, each college may choose one of the following options:

### Option A

Colleges will form a recommendation group to examine programs for possible remediation or discontinuance. The recommendation group will have a minimum two-thirds faculty representation, as appointed by the Academic Senate.

### Option B

Alternatively, colleges may choose to assign this task to an existing standing committee with majority faculty representation.

The group makes recommendations to the Chief Instructional Officer.

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

#### Option A: Program Continuance and Revision

The Recommending Group proposes program continuance with revision, accompanied by a written justification. A two-year monitoring period is established, including a mandated written first-year progress report.

#### Option B: Program Discontinuance

The Recommending Group proposes program discontinuance, accompanied by a written justification.

## **III. Chief Instructional Officer Review, Analysis and Recommendation**

Upon receiving and analyzing the formal written report of the Recommendation Group, and following consultation with discipline faculty and the appropriate constituent groups as defined by each campus, the Chief Instructional Officer formally 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 and Recommendation**

After reviewing the recommendations and the supporting documentation of the Chief Instructional Officer 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 Chief Instructional Officer; or
- 2) Demur with the recommendations of the Chief Instructional Officer and propose an alternative course of action to address the issues set forth in the Chief Instructional Officer's justification for program discontinuance.

The Academic Senate's formal written recommendation shall be transmitted to the College President no later than two regularly scheduled meetings after receiving the written rationale for the program discontinuance recommendation.

## **V. College President Review and Recommendations**

Following the review of the formal and written recommendations of the Chief Instructional Officer and Academic Senate regarding possible program discontinuance, the President shall determine the proposed course of action with respect to each program identified. The College President shall communicate his/her final recommendation to the area dean, department chair, discipline faculty and academic senate president, followed by written notification of the college community and shall then forward his/her recommendations to the District Chancellor for possible action by the Board of Trustees.

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

The Chancellor and Board of Trustees shall be provided a complete record of the process followed at the campus, as well as the findings and recommendations of the Recommendation Group, Chief Instructional Officer, Academic Senate and College President prior to taking action on any recommendations pertaining to program discontinuance.

Following review of the complete record, the District Chancellor shall prepare a report to the Board of Trustees including recommendations for action pertaining to programs recommended for discontinuance. The Board of Trustees will hold a public hearing and take action regarding any programs recommended for discontinuance.

**VII. Implementation of Board Actions**

In the event that the Board of Trustees acts to discontinue a program, the College President, in consultation with the area dean, department chair, discipline faculty and Academic Senate President, shall develop a plan that must include the following elements:

- 1) Timeline and process for curricular and programmatic deletion/discontinuance approval at the local and state level
- 2) Provision for students currently in the program for completion and/or transfer.
- 3) Provision for displaced faculty and staff, where feasible
- 4) Provision for impact on budget and facilities
- 5) Removal of program from course catalog

See [Board Policy BP 4021](#).