

PROGRAM DISCONTINUANCE

*References: Education Code §78016
Title 5 §51022 and §55130*

District Policy and Procedure No. 2515 (the 10 + 1 Agreement between the District and the Academic Senate) provide for the District to rely primarily upon the Academic Senate to determine the criteria and process regarding curriculum and program viability. The Academic Program Review Committee (APRC), a standing committee of the Academic Senate, is assigned the task of administering Academic Program Review (APR). The determination for consideration of program discontinuance will be made by faculty and administrators utilizing shared planning and decision-making processes as set out in District Policy & Procedure No. 2510 and the APR process.

Program Review may be initiated at any time, if and when it is determined by the APRC or by discipline faculty that a particular program, including long-standing grant-funded programs, may be experiencing factors that have a negative impact on academic offerings. In regards to program discontinuance for all grant-funded programs, the coordinator or the grant funded program must request funding by the District at least 18 months prior to the end of their grant funding in order to be considered for acceptance by the District.

When an APR report indicates that a Program does not meet one or more of the five criteria that form the basis for program discontinuance as referenced in District Policy No. 4021, it may be determined to be at risk of Program Discontinuance. This determination will be arrived at only after careful consideration by the APRC or the discipline faculty and of valid, reliable and longitudinal statistical data:

Timeline and Procedures: Academic Year 1

Fall Semester – Year 1

The Academic Program Review reports (APRs) are completed by discipline faculty for all programs within the APR cycle.

The Academic Program Review Committee (APRC) Chair may request an out-of-sequence APR if it is justified by valid statistical data and/or other concerns that affect program viability based on the five criteria for Program Discontinuance.

Spring Semester – Year 1:

By January 15, the APRC Chair forwards APRs for disciplines undergoing Program Review in the APR Cycle to the assigned APR Readers.

By March 1, APRs are read by the APRC readers and reviewed by the APRC.

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By April 1, the APRC Chair forwards concerns regarding programs that exhibit one or more program discontinuance criteria to the Academic Senate President (AS President). If the AS President concurs with the concerns, s/he forwards the concern(s) to the Vice President for Academic Affairs (VPAA) and alerts SCEA to the concerns.

By April 15, the APRC Chair forwards the final APR report with data, findings and program concerns to the AS President, the VPAA and the School Dean and, if a transfer program is involved, the SWC Articulation Officer, all of whom will discuss whether the Program Discontinuance process should be initiated.

By April, 30, the AS President calls a meeting with the VPAA, the APRC Chair, the Articulation Officer, the School/Center Dean, the Department Chair, and the affected discipline faculty and an SCEA Representative to report concerns, findings, data, criteria and discuss options and/or recommendations.

By May 1st, notification that Program Discontinuance and other options are being considered for a specific program are announce at a regularly scheduled Academic Senate meeting.

By May 15, the AS President and the VPAA present their recommendations to the School/Center Dean, Dept. Chair, discipline faculty and an SCEA Representative. The VPAA requests that faculty develop a Program Improvement Plan by September 1st of Academic Year 2. Discipline faculty may request additional data for their report at this time, which can also help develop their Program Improvement Plan.

Academic Year 2

Fall Semester – Year 2

By Sept. 1, the Program Improvement Plan written by discipline faculty is submitted to the VPAA, AS President, APRC Chair, and School/Center Dean for their review.

By October 1, The AS President and the VPAA consult with the APRC, the cognizant School/Center Dean, the Department Chair and discipline faculty to discuss the Program Improvement Plan and make a recommendation to:

- a) Approve the Improvement Plan for two years starting in the Spring Semester and conduct a reevaluation of the Program at the end of that period, OR
- b) Continue Program Discontinuance discussions for one year, OR
- c) Discontinue the Program.

By November 15, notification the outcome of the October 1 Program Discontinuance meeting for a specific program are announced at a regularly scheduled Academic Senate meeting.

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By December 15, the options above will be implemented respectively as follows:

- a) The Program Improvement Plan is approved for two years starting in Spring of Year 2; the APRC gives priority review to the Plan during the fall semester. APRC offers written suggestions for further improvement of the Plan to the discipline faculty.
- b) Program Discontinuance discussions continue for a year; the Program Improvement Plan will be reviewed in the fall semester of Year 3 as in year 1.
- c) The Program is determined to be discontinued.

Spring Semester – Year 2

Options a & b are implemented as stated above. By February 1, for Program Discontinuance (option c), the VPAA presents the Program Discontinuance Proposals to the Academic Senate Executive Committee for comment and recommendations as well as for inclusion on a future Senate agenda for official Academic Senate consultation and action.

By March 14, the Academic Senate votes on Program Discontinuance for the proposed Program. Once voted upon, the AS President forwards the action information to the VPAA in a written memo along with a brief rationale.

By April 1, VPAA submits the Program Discontinuance Proposal to the Superintendent/President's Office for inclusion on the May Governing Board meeting agenda.

By May 15, the Governing Board reviews the Proposed Program Discontinuance at a public, regularly-scheduled Governing Board meeting, discusses it and takes action to approve, table or disapprove. If approved, written notification regarding the Program Discontinuance is then sent to all affected discipline faculty, staff and students. The SCEA consults with affected faculty members regarding their employment rights and/or options.

By May 16, the cognizant School/Center Dean in collaboration with the VPAA and VPAA (Vice President for Student Affairs) consults with students regarding timely completion of their programs, transfer and/or options on a case by case basis. Such timelines and options will be made public.

Academic Year 3

Fall Semester – Year 3

By Sept. 1, the cognizant School/Center Dean in collaboration with the VPAA and the AS President recommends redistribution of equipment, supplies, staff, facilities and

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School recommendations are then forwarded to the Shared Consultation Council (SCC) Budget Committee and then finally on to the entire SCC for review and approval in time to be forwarded for timely placement on a Governing Board agenda for final approval before June 30.

A program that remains under discussion from the previous year, start the APR process over again (see Academic Year 1).

By October 1, a program with an approved Program Improvement Plan that was implemented the previous Spring semester submits a progress report to the APRC Chair, who forward the progress report to the entire APRC, the VPAA, the AS President, the School/Center Dean, Department Chair and the SCEA President.

By October 15, The APRC Chair meets with the cognizant School/Center Dean, Department Chair, discipline faculty to review and assess the Program Improvement Plan progress report and to offer assistance and/or suggestions for the following year. The Program will undergo a final review at the end of the Spring semester in Year 4 to either discontinue the program or proceed as a fully supported program.