ADMINISTRATIVE PROCEDURE \_4021

COLLEGE OF THE SEQUOIAS CCD Academic Services

PROGRAM DISCONTINUANCE

BACKGROUND AND UNDERLYING CONCEPTS

In accordance with Title 5, Section 51022, “College districts are required by current regulation and statute to develop a process for program discontinuance and minimum criteria for the discontinuance of occupational programs.”

This procedure is based on the guiding principle that:

1) considerations of program discontinuance are distinct from program improvement;

2) if there is mutual agreement between the affected faculty of a program and the administration, and when students will not be adversely affected, program inactivation may proceed through the curriculum process and the additional processes of this procedure (i.e., two semesters of program review and convening of the Program Discontinuance Review Committee) do not need to go into effect. The curriculum inactivation process must include both documented mutual agreement and explanation of student impact;

3) program discontinuance is both academic and professional for local academic senates, and insofar as the procedure impacts employment, it is a matter of collective bargaining in all cases.

This process should not be construed as an inducement to look for programs to discontinue, or as a threat to honest participation in academic processes such as program review. If this procedure needs to be invoked, or if a program is to be discontinued on the basis of mutual faculty/administration agreement, the College of the Sequoias Teachers Association will be notified and given the necessary time to resolve issues of collective bargaining where applicable.

Vital academic considerations include the following:

* effects on students, including analysis of disproportionate impact,
* balancing the college curriculum,
* education and budget planning, and
* issues of regional coordination for occupational programs

The initial determination that a program is in jeopardy should consider the above using qualitative and quantitative data.. Qualitative data are less statistical and more value-laden and include the quality, breadth, and depth of the curriculum and the teaching and learning process.Student satisfaction and how the program is perceived by articulating universities or employing business and industry are factors as well. Quantitative data include the following: enrollment trends (e.g., demand); frequency of course section offerings to assure reasonable availability for students; retention; term-to-term persistence; student achievement of program goals;workforce demand and labor market data; and/or availability of the transfer major.

Definitions

For the purposes of this policy, the following definitions apply.

Discipline: an individual area of study consisting of all the courses in a given subject area code (for example, ENGL for English). This is the baseline level of instruction.

Program: Per Title 5, 55000 (m) “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.”

Department/Division: An organizational designation combining associated disciplines and programs.

PROCESS

1. A review process will go into effect when the Vice-President for Academic Services, in consultation with the discipline faculty and the Division Dean using the academic considerations listed above, has determined that a program is in jeopardy. Department/ /discipline members and the administrator working directly with the program will identify qualitative and quantitative data which apply to the specific program, and then do a preliminary analysis of items related to the mission of the college, enrollment trends, workforce-related issues, completion rates, articulation issues, course availability), and outside agency requirements. Then formal notice, including the factors used to make the determination,

will be sent to the President of the Academic Senate, the co-chairs of the Curriculum Committee, the President of COSTA, and the College President.

1. The department/discipline will then work internally for one semester to review program goals and attempt to ameliorate the situation. Ongoing documentation will be needed. Notice of progress will again be sent to the President of the Academic Senate, the co-chairs of the Curriculum Committee, the President of COSTA, the Vice President of Academic Services, and the President of the college.
2. After one semester, if program discontinuance is recommended, the Vice President of Academic Services and the President of the Academic Senate will convene a Program Discontinuance Review Committee (PDRC). The membership of this committee will include the President-elect or President of the Academic Senate, the affected faculty as determined by the Academic Senate, the Division Dean, the VP or his/her designee, and one faculty member chosen by the Academic Senate. The PDRC will supervise a comparative study on the quantitative/qualitative factors identified as pertinent to the program. The charge of the Program Discontinuance Review Committee is to make a recommendation to continue or inactivate the program. This committee will hold meetings with provision for public comment and will have a first and second reading of action items.
3. If it is determined by the PDRC that the program should be discontinued, there will also be a recommendation for a phase-out period to ensure that all students in the program have the opportunity to complete the program and to ensure that COSTA may resolve contractual issues for faculty in the affected program. These recommendations will then be forwarded to the Board of Trustees for approval.
4. If extreme financial hardship is declared by the District, 1 through 4 will be condensed to start no later than October 1 of an academic year and must be completed by February 25 in order to make a recommendation to the Board of Trustees in advance of the March 15 statutory requirement for potential for faculty lay-offs.

References: Education Code 78016; Title 5, Sections 51022 and 55130

May 12, 2009