

PROCEDURE NAME: 4.2.2 Program Discontinuance Review

Reference: Education Code 78016; Title 5, 51022, 55130

Note: Per Education Code 78016, a procedure for discontinuance of vocational or occupational programs is required; procedures for discontinuance of other programs are suggested as good practice. This procedure addresses Chaffey Policy: Chapter 4: Academic Affairs, 4.2.1 Program, Curriculum, and Course Development.

Purpose: *The purpose of the Program Discontinuance Review is to provide the Superintendent/President of the college with a recommendation for continuing or discontinuing programs (CTE and non-CTE) in response to the following:*

- *A significant decline in enrollment over time.*
- *Changes in labor market demand and/or technology.*
- *Facility or equipment issues.*
- *Availability of qualified faculty.*
- *A significantly low number of students served by the program.*
- *Failure to meet licensure requirements, state mandates, certification standards or accreditation requirements.*

1. Role of Program and Services Review (PSR) in Program Discontinuance:

1.1 As a shared governance body consisting of management, faculty, and classified members, the PSR Committee reviews program self-studies. The PSR Committee documents any concerns related to the criteria above in the self-study and may place a program on warning status. The PSR Committee may initiate the warning status but does not initiate the Program Discontinuance Review process.

1.2 If a program is placed on warning status, program faculty develop a Program Improvement Plan in lieu of the Visionary Improvement Plan required in PSR. If there is no full-time faculty, the school dean, with the assistance of the program coordinator, will prepare the plan. Progress on the Program Improvement Plan is assessed annually by the PSR Committee.

2. The school dean or Vice President of Instruction and Student Services may recommend removal from warning status or move to the Program Discontinuance Review process at any time, informed by the PSR process or other pertinent data.

3. Program Discontinuance Review Process:
 - 3.1 A written request for Program Discontinuance Review may be initiated by the Vice President of Instruction and Student Services or may be submitted to the Vice President of Instruction and Student Services by the school dean. The request should state the specific reason(s) a discontinuance review is being requested and should include supporting data and other rationale. Once the Program Discontinuance Review process has started, a decision made at any level to continue the program (not discontinue) will require a Program Improvement Plan.
 - 3.2 The Vice President of Instruction and Student Services convenes a Program Discontinuance Review Committee consisting of:
 - a. The school dean
 - b. Four faculty members appointed by the Faculty Senate: one should be from the program in question, one should be from outside the program, and the remaining two are at the discretion of the Faculty Senate. If there is no full-time faculty member in the program being reviewed for discontinuance, a faculty member from the educational unit or related area should be appointed.
 - c. A classified employee nominated by the Classified Senate.
 - d. A dean assigned by the Vice President of Instruction and Student Services
 - 3.3 Program Discontinuance Review Committee:
 - a. Reviews the rationale for discontinuing the program and verifies any supporting data as determined by Institutional Research and/or other formal labor market information.
 - b. Seeks out and documents input from the program faculty including the Curriculum Committee.
 - c. Seeks out and documents input from any other faculty or students who would be affected by the program's discontinuance.
 - d. Provides a recommendation to the Vice President of Instruction and Student Services that considers the negative impact on students and faculty of discontinuing the program. A minority recommendation may be submitted by the committee if not all members are in agreement.
 - e. The Program Discontinuance review must be completed within the academic term in which the process is started.

- 3.4 The Vice President of Instruction and Student Services reviews the recommendation of the Program Discontinuance Review Committee and either accepts or rejects the recommendation or sends it back to the committee with instructions for revision. If the Vice President of Instruction and Student Services accepts the Committee's recommendation, then he/she forwards the recommendation to the Superintendent/President for consideration. Faculty and/or students who disagree with the Vice President's recommendation may appeal directly to the Superintendent/President.
- 3.5 Recommendations for program discontinuance that are approved by the Superintendent/President are forwarded to the Governing Board for final determination.
- 3.6 Once discontinuance of a program has been approved by the Board, a timeline for program termination is developed by the school dean, with the assistance of the program coordinator. Every effort should be made to make appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption (Accreditation Standard II.6.b.). Retraining and reassignment of program faculty must also be addressed in accordance with the current CCFA bargaining agreement.

2/15/11