

Riverside Community College District Procedure N. 4021 **Academic Affairs**

AP 4021 PROGRAM DISCONTINUANCE

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130

Riverside Community College District is committed to support programs and classes that fulfill the goals of the Mission Statement as these are elaborated in the Educational Master Plan. Only programs with low or declining enrollment, decreasing demand for service or clear obsolescence shall be considered for discontinuance, based on the following principles:

- Primary consideration in the decision to consider discontinuance should be given to the service the program provides to the college and the community.
 - Budget considerations should not be the primary consideration.
1. When a declining trend has been identified on a specific program the Administration shall contact the Division and Department Chairs of the program. A declining trend will be identified using the following key performance indicators alone or in combination:
 - Statistically significant decline in class enrollment throughout the program in four consecutive semesters
 - A consistently low enrollment of 50% below maximum seat load capacity over four consecutive semesters
 2. A Task Force shall be created consisting of the faculty member(s) of discipline, the affected respective Department Chair(s), and the Dean(s) of Instruction, a representative of the Research and Planning Office, a representative of Counseling, and a representative of the affected Academic Senate and Curriculum Committee who is/are not a member of the discipline in question. The Task Force, by consensus, may agree (to recommend to the appropriate Curriculum Committee(s):
 - a) A process/plan to revitalize the program and a time table to accomplish this goal shall be established by the discipline's faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program courses, update of facilities, and workshops (to provide re-training, changes in methodology! approaches to teaching, etc).

Other considerations will include Student Support Services which promote student success and retention, or

- b) To declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff.

In keeping the spirit of good intentions and future enrollment management and planning, the task force should consider the following factors:

- Needs of the community
 - Needs of the department as the particular class fits in as part of a program
 - Workforce development
 - Currency of Program Review
 - Core indicators from Chancellor's Office
 - Local labor market information through EDD and or employer program advisory committees and surveys
 - Reputation, and skills of program and/or staff
 - FTES generated by program
 - Other funding sources, such as grants or contributions from business and industry
 - Percentage of faculty who have updated skills (staff development, industry externships, conferences, classes, etc.) documented within past three years
 - Special leadership, integration or cross discipline projects in which the program is involved
3. If there has not been an increase, previously agreed upon by the Task Force, in key performance indicators after three semesters of the implementation of the process, the Administration will reconvene the Task Force to determine the appropriate course of action from the following:
 - Give the Program an extension of two semesters. At the end of the extension, the committee will reconvene and re-evaluate.
 - Accept the program in its current state, if it serves a community, instructional, or training need.
 - Create a new plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
 - Discontinue the program.
 4. If it is recommended that a program be discontinued, it shall be based on the aforementioned timeline of two – semester increments. After these increments, the following procedures will be implemented:
 - A plan and timeline for phasing out the program will be initiated. The plan shall include procedures to allow currently enrolled students to complete their programs of study in accordance with the rights of students as stipulated in the college catalog.
 - A plan for the implementation of all collective bargaining requirements for faculty and staff.

Office of Primary Responsibility: Vice Chancellor, Educational Services

Administrative Approval: April 14, 2008