ADMINISTRATIVE PROCEDURES

Chapter 4   Academic Affairs   4021

AP 4021   Academic Program Revitalization or Discontinuance

Purpose:
The purpose of the Academic Program Revitalization or Discontinuance procedure is to ensure that academic programs remain viable and to support the allocation of College resources to support the success of the program and its students. The procedure prescribes a comprehensive analysis of program performance and outcomes data based on early warning signs in order to inform recommendations to revitalize or discontinue a program.

Definitions
The following definitions apply:
1. **Academic Program:** Any degree or certificate that has been approved through the College's curriculum review and approval process, Board of Trustees, and external agencies as necessary (i.e. CCCCO/ACCJC); is included in the College Catalog; and may be awarded to students.
2. **Department:** An official college-recognized department which consists of associated disciplines, courses, and programs.
3. **Program Discontinuance:** The suspension of existing academic programs and related courses.
4. **Program Revitalization:** The intentional provision of resources and other intervention strategies to support and revitalize an academic program with the intention of increasing student access, enrollment, retention, and success.
5. **Early Warning Signs:**
    a. Recommendations from CTE regional consortia regarding changes in the job market.
    b. Significant or ongoing drops in enrollments.
    c. Significant or ongoing drops in completion rates and/or employment rates.
    d. Changes in student/community needs, interests, or transfer requirements.
    e. Diminished outside funding resources.
    f. Lack of available qualified program personnel.
    g. Obsolete/outdated equipment or resources; inability to update or replace resources.
    h. Diminished pool of prospective students (e.g. closure of a major governmental or private enterprise).
    i. Relationship(s) with other colleges offering the program.

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Circumstances in which a Revitalization or Discontinuance Process is not required to deactivate a program:
A formal revitalization or discontinuance process is not required if:

1. The existing curriculum review and approval process opts to archive a local AA or AS degree in an area where a new AA-T or AS-T in the same discipline is proposed.
2. The discipline faculty determine that a program of study is no longer relevant or viable and recommend archiving the program through the existing curriculum review and approval process. If the discipline faculty are not able to reach consensus regarding archiving the program they may recommend a full revitalization or discontinuance review process. In this case the actions stipulated below for program revitalization or discontinuance shall still be required.

Initiating Academic Program Revitalization or Discontinuance Review:
The recommendation to review a program should be based on annual and/or comprehensive program reviews and documented early warning signs that indicate significant problems for the academic program in question. A recommendation to initiate the process should be submitted using the discontinuance request form provided in Appendix A. The recommendation can be initiated by the faculty, area Dean, or the Academic Affairs Advisory Group (AAAG). The request for revitalization or discontinuance shall be addressed to the program's division via the division chair, area Dean, the Academic Senate via the Academic Senate President, and the Vice President of Academic Affairs. The Academic Senate President and Vice President of Academic Affairs shall determine if a formal process is required or if an alternate procedure should inform the process.

The Career Education Dean shall recommend discontinuance of a vocational or occupational training program under the conditions outlined in [Education Code (EC) Article 78016](#) which states that all such programs must meet the following criteria:

a. Meet a documented labor market demand.
b. Do not unnecessarily duplicate other training programs in the area.
c. Demonstrate effectiveness as measured by completion success and employment of its students.

EC 78016 states that any program that does not meet these requirements shall be discontinued within one year. A written summary of the review findings shall be made available to the public.

Program Discontinuance Ad Hoc Committee Formation:

If the Academic Senate President and Vice President of Academic Affairs determine that the formal Revitalization or Discontinuance Process is appropriate then:

1. The Vice President of Academic Affairs, in collaboration with the Academic Senate President, will form an Ad Hoc Committee. The committee composition is designed to ensure an unbiased and objective review of the program. The committee will work in collaboration with the program faculty and the area Dean.
2. Ad Hoc Committee Composition will consist of the following
    a. Voting members:
        i.   Vice President of Academic Affairs or a Dean from outside the program.
        ii. One non-Career Education program faculty from outside the program.
        iii. One Career Education program faculty from outside the program.
        iv. One Curriculum Advisory Committee member from outside the program area.
        v.   One Counselor.
    b. Non-voting/advisory members:
        i.   Area Dean.
        ii. One faculty member from the program under review.
        iii. One student, if available, from the program under review.
3. The Ad Hoc Committee will identify a faculty member who, with the designated administrator, will co-chair the committee and develop a timeline in consultation with the program faculty and area Dean.

Data and Information Analysis:

The Ad Hoc Committee will consider a variety of information and data, including those listed below. Inter-program and across-campus comparisons may be used in the analysis. Programs, degrees and certificates should be analyzed to ensure that there will not be disproportionate impact on underserved populations. The following information shall be considered:

1. Alignment with College mission, vision, goals, and education master plan.
2. Consideration of diversity, equity, and inclusion goals of the college.
3. Enrollment trends over 3 years, and influences on those enrollments.
4. Persistence and completion rate trends.
5. Retention rate trends.
6. Productivity trends and number of active students in the program.
7. Scheduling trends.
8. Program resource availability:
    a. Equipment

        b. Staffing
        c. Facilities
        d. Marketing and outreach efforts to date
        e. Partnerships

9. Balance of college offerings within and across disciplines.
10. Alternative program options.
11. Transfer issues.
12. Permanent or cyclical barriers.
13. Costs/FTES trends.
14. Costs to revitalize the program.
15. In-depth labor market and self-employment data.
16. Outside accreditation, licensing, or certification issues.
17. Regional issues (i.e. duplication of programs and enrollment/demand trends).
18. Curriculum and industry standards.
19. Licensure issues (example: Low nursing exam pass rates).

Recommended Actions After Analysis:
The committee will present its findings and recommendations to the program faculty, area Dean, Academic Affairs Advisory Group, and Academic Senate. The committee will present formal recommendations to the President's Advisory Group for action. If the Academic Senate disagrees with the committee's recommendation, they may present their case to the President's Advisory Group. Possible recommendations include:

1. **Revitalization:** Analysis shows that there is merit to revitalizing the program. The college develops a plan that includes the identification of resources with a timeline of no more than three years to accomplish revitalization. For Career Education programs the timeline is limited to one year per Education Code 78016.

    Members of the committee may continue in an advisory capacity and work with the program faculty and area Dean to develop a college assistance plan. The following strategies may be considered for inclusion in the plan.

        a. Allocate funds for increased marketing and/or faculty recruitment.
        b. Allocate funds for equipment, if needed.
        c. Seek outside resources such as partnerships.
        d. Bring in an outside consultant to advise the college on the program.
        e. Update faculty skills and knowledge of the program area to meet current needs.
        f. Set clear timelines, delegation of responsibilities, and outcomes.

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2. **Discontinuance:** Program analysis shows that attempts to revitalize the program would not be effective, or that an implemented revitalization plan did not show significant gains. The term of the discontinuance is to last no more than three years and will include the following steps:

    a. The area Dean shall inform the division and program faculty of the recommendation to discontinue the program.
    b. The Office of Planning, Research, and Institutional Effectiveness (PRIE) shall provide a list of students still active in the program.
    c. The area Dean in collaboration with the Division Chair shall determine class scheduling to allow current students to finish.
    d. The area Dean in collaboration with the Division Chair shall inform current students of the discontinuance of the program.
    e. The area Dean shall inform the Counseling Division and refer students to counselors.
    f. The Office of Counseling/Academic Advising shall meet students currently enrolled in the program to assess needs and concerns. For students who are unable to complete the program during the discontinuance period, counselors shall provide assistance in accessing available alternatives.
    g. The Vice President of Academic Affairs shall notify the Curriculum Advisory Committee and the Governing Board.
    h. The Curriculum Advisory Committee shall approve the program deletion proposal so that the Office of Academic Affairs may notify the California Community College Chancellor's Office of the program deactivation.
    i. The area Dean shall stop new enrollments.
    j. The District shall consult the faculty and classified staff unions regarding program personnel.
    k. The area Dean shall work with the division to mitigate the impact of program discontinuance on faculty and support staff.

    If a recommendation of "Discontinuance" is made and the action would result in a reduction in force (RIF), the recommendation must be made no later than March 1. This is necessary so that the Board of Trustees could approve this action in advance of the March 15th statutory requirement to notify faculty of RIF and/or retraining opportunities.

3. <u>No Further Action</u>: Program analysis shows that there is no need for revitalization or discontinuance. The committee is disbanded and the recommendation is filed in the Office of Academic Affairs and the program area's division office.

See Board Policy 4021 - Program Discontinuance

References: *ACCJC Accreditation Standard II.A.15*
Education Code Section 78016
Title 5 Section 51022
Title 5 Section 55130

Approved: February 9, 2021

Appendix A - Recommendation for Academic Program Revitalization or Discontinuance Review Form

Appendix B - Program Evaluation Process Flowchart.