

Office of Academic Affairs Memo

Date: August 27, 2021

To: Jon Knolle, Vice President of Academic Affairs

From: Jeffery Sundquist, Acting Dean of Instruction – Library, Learning Resources, and Online Education

Re: Revitalization and Discontinuance Committee Recommendation – Massage Therapy (MASS)

On May 26, 2021 at 3:30 pm a data presentation meeting was held regarding the continued viability of the MASS program. In attendance at the meeting were Deans Cutting and Van Joolen as well as members of a program revitalization and discontinuance subcommittee: Jeffery Sundquist, Daniel Phillips, Erin O’Hare, Molly Jansen, Jordan Fasheh, and Dawn Rae Davis. Data was collected and presented by Kath Uyeda, an independent contractor who conducted research informed by the questions outlined in AP 4021 Academic Program Revitalization of Discontinuance. This committee agreed to meet for further discussion on June 1 at 1pm. At this meeting, Janet Jacinto and Susan Boes attended as resources. Dawn Rae Davis did not attend.

After due consideration of the data presented, the five voting members present (one from each of the five categories required in AP 4021) voted unanimously to recommend discontinuance. Alongside the discontinuance recommendation, the members would also endorse exploration of replacing the massage program in the future with a condensed, fee-based version.

The discontinuance of the program will include the following steps as applicable:

1. The area Dean shall inform the division and program faculty of the recommendation to discontinue the program.
2. The Office of Planning, Research, and Institutional Effectiveness (PRIE) shall provide a list of students still active in the program.
3. The area Dean in collaboration with the Division Chair shall determine class scheduling to allow current students to finish.
4. The area Dean in collaboration with the Division Chair shall inform current students of the discontinuance of the program.
5. The area Dean shall brief Office of Counseling/Academic Advising and refer students to counselors.
6. The Office of Counseling/Academic Advising shall meet students currently enrolled in the program to assess needs and concerns. Students who are unable to complete the program during the discontinuance period, counselors shall provide assistance in accessing available alternatives.
7. The VPAA shall notify CAC and the Governing Board.
8. The Curriculum Advisory Committee shall notify the Chancellor’s Office of intent to discontinue the program.
9. The area Dean shall stop new enrollments.
10. The VPAA shall consult the faculty and classified staff unions regarding emergent personnel issues.
11. The area Dean shall work with the division to mitigate the impact of program discontinuance on faculty and support staff.

The duration of the discontinuance is to last no more than three years.

Jeffery Sundquist