

Academic Program Discontinuance

Education Code sec. 78016 directs districts to have an agreed-upon process for program discontinuance based upon established criteria. The Academic Senate for the California Community Colleges further states that local academic senates shall create a collegial, student centered, faculty driven, and academically relevant process for the termination of college programs. Therefore, the processes for program discontinuance shall be educationally sound and in accordance with the colleges master plan, educational goals, specific program objectives, and provide for student access and success. These processes shall not be driven solely by fiscal exigencies or political pressures.

Definitions

Academic Program-“academic program” or “program of instruction” or “vocational program” or “course of instruction” includes a group of courses, however denominated, that are represented to lead to an area of specialization, certificate of achievement, certificate, or major. (See addendum A for a list of programs at Porterville College)

Discontinuance- “discontinuance of a program” refers to the elimination or termination of a group of courses, however denominated, that are represented to lead to an area of specialization, certificate, or major. Program discontinuance is not a temporary inactivation of a program.

Temporary Inactivation- The program must be reactivated within a two-year period for a program to be considered a temporary inactivation. Failure to meet this requirement would initiate the program discontinuance processes.

Procedure

- A. Program Discontinuance Proposal submitted to the Academic Senate. (see guidelines for detail)
- B. Review Process
 - a. The Academic Senate reviews and validates the contents of the proposal
 - b. The Academic Senate refers the proposal to involved parties for review.
 1. Department/Interdepartmental review
 2. CCA/CSEA review
 - c. The Academic Senate submits proposal, documentation, and reviews to the College Learning Council for review.
- C. Final Recommendation
 - a. The deadline for the final recommendation for discontinuance is at the final fall meeting of the College Learning Council in order to be effective the following academic year. College Learning Council’s recommendation is to be forwarded to the college president.

Academic Program Discontinuance

Guidelines for the Preparation of a Program Discontinuance Proposal

1. RATIONALE: The initiator of a discontinuance proposal shall state the factors that are operative in the supporting rationale for discontinuance, including but not limited to the following:
 - a. Circumstances leading to the proposal
 - b. Long-term (not cyclic or temporary) evidence of low enrollment, relative to the expectations/constraints of the program.
 - c. Low academic quality of the program and supporting evidence.
 - d. Lack of resources (faculty, facilities, etc.) in support of the program.
 - e. A change in emphasis of the college or department, or a change in the role of the program within the context of the college or department that has been approved through established and customary academic planning processes.
 - f. Loss of external accreditation/certification.
 - g. Economic factors which, when raised as a principal ground for discontinuance, are substantial.

2. IMPACT: Identify the expected impact of discontinuance on the department and on the college with as much of the following supportive data as is possible:
 - a. Impact on the college's mission and goals.
 - b. Impact on the affected division.
 - c. Financial impacts.
 - d. Impact on faculty.
 - e. Impact on students (i.e. graduation requirements, certificate requirements, etc.)
 - f. Impact on related programs.
 - g. Impact on staff and/or other units of the college.
 - h. Impact on alumni, community, and outside interests.
 - i. Impact on articulation and transfer with four-year institutions.
 - j. Impact on articulation from the high schools.
 - k. Impact on enrollment management.
 - l. Impact on minorities and women.

3. ADDITIONAL EVIDENTIARY SUPPORT: Evidence pertinent to the rationale of the proposal and to the expected impact of discontinuance shall be provided, to include but not limited to:
 - a. Program admission and graduation requirements, applicant activity and enrollment data, and the numbers of degrees or certificates awarded through the program.
 - b. Information on administration of the program and the facilities provided to it.
 - c. An evaluation of the quality of the program
 - d. A description of the role of the program in the overall context of the division and of the college.
 - e. Any statements offered by individuals or organizations within and outside the college likely to be affected by the discontinuance.
 - f. A comparison of the proposed program for discontinuance with related or similar programs, if appropriate.

Academic Program Discontinuance

- g. A survey of students currently enrolled in the program to determine the impact of the discontinuance on their academic plans. The survey should attempt to identify students who wish to (1) complete the program; (2) transfer to other programs at the college; and (3) leave the college.
 - h. A description of how existing facilities and equipment freed by the discontinuance would be utilized.
4. IMPLEMENTATION: The plan and schedule for implementing the discontinuance shall take into consideration the following:
- a. A method of accommodating current program applicants.
 - b. A planned effort to assist currently enrolled students in avoiding waste of credits already earned and in effecting satisfactory transfers to other programs in the college or elsewhere.
 - c. The number, seniority, faculty service areas and tenure status of any faculty who will be affected by the discontinuance.
5. EVIDENCE OF CONSULTATION: Provide a narrative summary demonstrating consultation with appropriate and affected entities on campus and within the community.