
Kern Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4021 PROGRAM DISCONTINUANCE

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
WASC/ACCJC Accreditation Standard II.A.15

NOTE: This policy is unique to the Kern Community College District. The following sample is included for consideration.

Each college recognizes that curriculum and course offerings must be responsive to the needs of the students and the community, and further that they must support the mission of the District and the goals of individual programs as these are identified in the official planning documents of the college (recent program review, discipline plan, college educational master plan, strategic plan, etc.). As the needs of the students and community changes, the content and make-up of the educational programs must undergo regular review for appropriateness and effectiveness including both qualitative and quantitative measures. The Board of Trustees is required to review Career Technical Education programs every two years.

NOTE: The language contained in current KCCD Policy 4B6 is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4021 titled Program Discontinuance).

❖ **From current KCCD Policy 4B6 titled Program Discontinuance**

~~Program discontinuance shall be determined through established College procedures. (Revised February 5, 2009)~~

~~4B6A College procedures for program discontinuance shall include:~~

- ~~• Appropriate involvement of the faculty and Academic Senate in all processes;~~
- ~~• Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;~~
- ~~• Appropriate notice and involvement of the affected parties in all of the processes;~~
- ~~• Plan and schedule for implementing the program deletion;~~

- ~~• Consideration of job market and other related information for vocational and occupational programs;~~
- ~~• Rationale for the program deletion; and~~
- ~~• Consideration of the impact of the proposed deletion with evidentiary support.~~

~~4B6B The procedure for discontinuance of vocational or occupational programs should include:~~

- ~~• Process for reviewing such programs every two (2) years to ensure they meet legal standards; and,~~

~~4B6C In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures.~~

~~4B6D Final recommendations for program discontinuance shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.~~

- ~~• Discontinued programs may also be deleted subject to review.~~
- ~~• Process for termination of program by the Board of Trustees if legal and other District standards are not met.~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4021 PROGRAM DISCONTINUANCE

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
WASC/ACCJC Accreditation Standard II.A.15

NOTE: A procedure for discontinuance of career and technical programs is **legally required**. Procedures for discontinuance of other programs are **suggested as good practice**. Insert local practice.

The procedure for discontinuance of career and technical programs should include a process for:

- Reviewing such programs every two years to ensure they meet legal standards.
- Terminating programs by the Board of Trustees if legal and other District standards are not met.

NOTE: The language in **black ink** (immediately below) is from current KCCD Policy 4B6 due to the details contained therein.

Program discontinuance shall be determined through established college procedures.

College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Plan and schedule for implementing the program deletion;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

The procedure for discontinuance of vocational or occupational programs should include:

- Process for reviewing such programs every two years to ensure they meet legal standards; and,

In addition to program discontinuance initiated by the college procedures, the college or District administration may also initiate the appropriate college procedures.

Final recommendations for program discontinuance shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

- Discontinued programs may also be deleted subject to review.
- Process for termination of program by the Board of Trustees if legal and other District standards are not met.