

ADMINISTRATIVE PROCEDURE 4021 – Program Discontinuance

Reference:

Education Code 78016; Title 5, 51022, 55130

In accordance with Title 5, Section 51022, “College districts are required by current regulation and statute to develop a process for program discontinuance and minimum criteria for the discontinuance of occupational programs.” Additionally, Education Code §78016 stipulates that every vocational and occupational program shall meet certain requirements prior to termination.

A program is defined as “an or

state that the purpose of a program discontinuance process is to have criteria in place to guide a discussion should it ever be needed. It should not be construed as an inducement to look for programs to discontinue, or as a threat to avoid honest participation in an academic process such as program review.

- C. Administration may choose not to offer courses in a program for a period of time; this is not program discontinuance. Before implementing a plan which temporarily deletes program courses from the class schedule, administration will consult with faculty in the program.

PROCESS

I. Definitions

For the purposes of this process, the following will be the definition of discipline, program and division:

- A. Discipline:** An individual area of study within a program (i.e. History, English, Math for transfer or associate degree; Fire Technology, Administrative Legal Office Professional, or Food and Nutrition for certificate programs). Each discipline consists of all the courses in the Master Course file that make up the discipline. This is the baseline level of instruction and is linked to a Taxonomy of Programs (TOP) code.
- B. Program:** An organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education (CCR Title 5 Section 55000). (e.g. completing a program of study leading to a certificate in Welding Technology, or an AA degree in General Business, or leading to transfer)
- C. Division:** A collection of associated disciplines and programs. This is an organizational designation as well as a pedagogical one. (e.g. the Allied Health Division contains the disciplines and programs of Registered Nursing, Diagnostic Radiologic Technology, etc.)

II. Initiating a Discussion on Program Discontinuance

- Program discontinuance discussions can begin in a variety of places, including: College Governance Forums i.e. President’s Council, Deans Cabinet; the Office of Instruction, the Office of Student Services, and individual Divisions or Departments.

The Academic Senate and its committees, including the Curriculum Committee, must have a fundamental and integral role in any discussion of program discontinuance, recognizing the district’s policy to rely primarily on the Academic Senate’s advice in academic matters.

III. Discussion Criteria

The discussion concerning any specific program considered for discontinuance must necessarily have two components:

C. Student Learning Outcomes

1. How will institutional student learning outcomes be affected by the discontinuance of this program?
2. Which institutional student learning outcomes will be affected by the discontinuance of this program?

D. Discussion Guidelines

1. Discussion of program discontinuance must include all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing business and industry, and the community. Extraordinary efforts must be employed, if necessary, to ensure that the student and community voice is heard.
2. Discussion of program discontinuance will be conducted in public, open meetings. The dates, times and locations of these meetings will be published using all reasonable means of college communications

If it is determined, based on the documented evidence, to recommend continuation of the program in a modified form, the modification, including a list of courses required for completion of the program, are to be listed in the research document. The modifications may include the introduction of a Certificate of Completion or may entail a substantial change to the program. If a substantial change is recommended, the program change must be approved through the curriculum process.

If it is recommended that the program be eliminated, a plan to address the needs of affected students, faculty, staff and operations will need to be designed and a timeline for the elimination process developed.

Students already enrolled in the program must be given the time to complete the program or assistance in transferring to a college which offers a similar program. Students should also be encouraged to utilize career and/or academic counseling. It is the responsibility of the college to protect the inve