Responsibility

The process of program revitalization and discontinuance is linked directly to Program Review, and under the purview of the Academic Affairs Committee. The annual program review process is described in Board Policy 4020–Program, Curriculum, and Course Development.

Criteria

Through the annual program review process, the Academic Affairs Committee will identify those MiraCosta College programs (to include transfer, career and technical education, basic skills, credit, and non-credit) exhibiting, in any combination, the following indicators:

A.   Continued declining or low enrollment for a sustained period of time of not less than three consecutive years.

B.   Continued declining or low retention/persistence/completion rates for a sustained period of time of not less than three consecutive years.

C.   Continued declining or lack of demand in the work place for a sustained period of time of not less than three consecutive years.

D.   Continued declining or lack of institutional resources to support the program for a sustained period of time of not less than three consecutive years.

Once a program has been identified using the above criteria, the Academic Affairs Committee may recommend, in consultation with the program faculty and program dean, that a program revitalization plan be initiated.

Program Revitalization

Program revitalization may take many forms, though central to its process is a commitment to develop a comprehensive plan to strengthen the program before program-discontinuance procedures are considered. The program revitalization plan is to be developed by an ad hoc program revitalization task force, which is specific to the program and created when the Academic Affairs Committee recommends a program revitalization plan be initiated.

This task force is to be comprised of at least the following members:

A.   The program faculty.

B.   A majority of the department faculty, including the department chair.

C.   The program dean.

D.   At least one additional dean to be appointed by the Vice President, Instructional Services.

E.   At least two additional discipline-related faculty members, one to be selected by the program faculty and one to be selected by the program dean.

F.   For career and technical education programs, the advisory committee must be involved in the construction of this plan.

G.   Additional members maybe added, with the final composition to be approved by the Academic Affairs Committee Chair in consultation with the Academic Senate President

The program revitalization plan should address, where applicable, at least the following considerations.

A.   Continued declining or low enrollment issues:

1.   Active recruitment of targeted populations.

2.   Cooperative ventures with local employers, transfer institutions, and/or other community colleges.

3.   Enhanced career and academic counseling services (career/transfer center, job fairs, transfer day, etc.).

4.   Adjustment of course scheduling – times of day, block scheduling, short and flexible courses, instructional modality changes, frequency and number of sections.

5.   Analysis of demand for the program through use of labor market information.

6.   Curriculum modifications, updates, and creation.

7.   Related professional development and training of faculty to teach modified and updated curriculum.

8.   Realignment, reduction, and right sizing of offerings.

9.   Analysis of demand for the program at other community colleges in the region, including an analysis of how those programs may be structured differently or if different curriculum is offered.

10. Feedback from regional deans.

11. Articulation of programs and courses – K-12, Tech Prep, etc. and a four-year sequencing of offerings to ensure student ability to transition to subsequent levels.

12. Visitations of other similar programs to consider best practices.

B. Continued declining or low retention retention/persistence/completion rates issues:

meeting of the following semester in which the program revitalization plan was recommended. Academic Affairs will either approve the plan or make recommendations to modify the plan. The plan will go into effect immediately upon final approval.

If, upon completion of the approved program revitalization plan, the program continues to exhibit, in any combination, the indicators listed in the criteria section above, the ad hoc program revitalization task force will recommend, vis-à-vis a formal report to the Academic Affairs Committee, one of the following options:

A.   Giving the program an extension of one year. At the end of the extension, the committee will reconvene and re-evaluate.

B.   Accept the program in its current state if it serves a community, instructional, or training need.

C.   Create a new program revitalization plan.

D.   Recommend discontinuance of the program.

E.   Once this task force's work is finished, it will be disbanded.

Program Discontinuance

If the ad hoc program revitalization task force recommends discontinuance of the program, a new ad hoc program discontinuance task force, specific to the program, will be created. The task force will be comprised of the following members:

A.   The chair of the Academic Affairs Committee.

B.   The chair of the Courses and Programs Committee.

C.   Two Academic Affairs Committee faculty members to be appointed by the Academic Affairs Committee Chair.

D.   One student ASG Member appointed by the Associated Student Government President.

E.   Two faculty appointed by the Academic Senate President.

F.   The Academic Senate President.

G.   One Academic Senate Council member appointed by the Academic Senate President.

H.   The dean of the program being recommended for discontinuance.

I.   One additional dean appointed by the Vice President, Instructional Services.

J.   The Vice President, Instructional Services.

K.   One additional vice president appointed by the Academic Senate President.

The ad hoc program discontinuance task force will meet and complete a comprehensive review of all information available. Special attention will be given to both quantitative and qualitative factors. In addition, primary consideration is to be given to the college's need for a comprehensive set of offerings and appropriate mix of transfer, career and technical education, and basic skills courses in serving its overall mission to the community. As part of this comprehensive review, a public forum will be held by this task force to hear from members of the community.

Upon completion of the comprehensive review, this task force will create a report along with a recommendation that addresses the following specific issues:

A.   Justification for program discontinuance.

B.   A timeframe for notifying affected faculty, students, staff, advisory committees, and other interested individuals.

C.   A support and transition plan for students currently enrolled in the program.

D.   Where program discontinuance will result in a full-time tenured faculty member(s) having less than a full teaching load, a retraining and reassignment plan will be developed as part of the recommendation.

Upon completion of the report and recommendation, this task force will submit their report and recommendation to the Academic Affairs Committee.

The Academic Affairs Committee will vote on the report and recommendation from the task force. The report and recommendation may not be altered by the Academic Affairs Committee.

If the Academic Affairs Committee votes to accept the report and recommendation, the recommendation will be sent to the Academic Senate Council. The Academic Senate Council will vote on the report and recommendation from the task force. The report and recommendation may not be altered by the Academic Senate Council.

If the Academic Senate Council votes to accept the report and recommendation, the report and recommendation will be sent to the Board of Trustees.

The Board of Trustees will vote on the report and recommendation.

If the Board of Trustees votes to accept the report and recommendation, the timeframe for notifying affected faculty, students, staff, advisory committees, and other interested individuals will be implemented, the support and transition plan for students currently enrolled in the program will begin, and the affected full-time tenured faculty member(s) will be offered the retraining and reassignment plan. If the affected full-time tenured faculty member(s) choose to not accept this plan, Human Resources will notify affected full-time tenured faculty member(s) of their employment rights and begin layoff procedures.

If the ad hoc program discontinuance task force, Academic Affairs Committee, Academic Senate Council, or Board of Trustees does not recommend or affirm the program for discontinuance, the program will be reevaluated, similar to any other program, the following year by the Academic Affairs Committee using the indicators

listed in the criteria section above. If the same program is identified a second time as exhibiting, in any combination, the indicators listed in the criteria section, the Academic Affairs Committee may recommend, in consultation with program faculty and program dean, that a program revitalization plan be initiated or program discontinuance procedures be initiated. In either recommendation, no more than 25 percent of the individuals comprising the new ad hoc program revitalization task force or the new ad hoc program discontinuance task force may be the same.

Note that in the rare case where a program has become not viable because of exceptional external factors (for example, state law changes), and the program and department faculty unanimously agree and submit their own recommendation for program discontinuance to the Academic Affairs Committee through the program-review process, the Academic Affairs Committee may recommend, in consultation with the program faculty and program dean, a program revitalization plan be initiated or program discontinuance procedures be initiated. It is understood that if program discontinuance is recommended by the Academic Affairs Committee, the overall time frame, as compared to non-faculty initiated program discontinuance (described above), is potentially reduced but that the exact same program discontinuance procedures are to be followed (described above).