

# SOLANO COMMUNITY COLLEGE DISTRICT

## PROGRAM DISCONTINUANCE

6105

**POLICY:** The Solano Community College District shall establish procedures for the establishment, modification, continuance or discontinuance of courses or program. The institution's degree programs are congruent with its mission, are based on recognized higher education fields of study, are of sufficient content and length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. The process and procedures for discontinuing programs that no longer meet the College's mission follow.

## REFERENCES/

**AUTHORITY:** *California Code of Regulations, Title 5, Section 51022*

RLS:nb  
BP6105

**ADOPTED:** June 20, 2007

## SOLANO COMMUNITY COLLEGE DISTRICT

### PROGRAM DISCONTINUANCE

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#### PROCEDURES:

##### I. BACKGROUND & PHILOSOPHY

In accordance with Title 5, Section 51022, College districts are required by current regulation and statute to develop a process for the establishment, modification, continuance or discontinuance of courses or programs and minimum criteria for the discontinuance of occupational programs. In the past, Solano Community College has had no formal process for the continuance or discontinuance of courses or programs.

The Academic Senate for California Community Colleges (ASCCC) has recommended that local senates create a process for program discontinuance that takes into account the following issues:

- negative effects on students
- college curriculum balance
- educational and budget planning
- regional economic and training issues
- collective bargaining issues

In its paper, “Program Discontinuance: A Faculty Perspective,” the ASCCC outlines issues and criteria to consider in creating this process. In addition, it states, “The development of a program discontinuance process should be considered within the context of the college mission statement and should be linked with the college educational master plan and the department’s goals and objectives.” In formulating this process, all recommendations of the ASCCC have been considered. Fundamentally, the spirit of access and equity for students must be considered throughout.

The program review process and other strategic planning activities should be referenced and considered among sources of data and direction in this process, but it is important to emphasize that their primary purpose and use is not to target programs for discontinuance. It is also important to note that program discontinuance should occur only after serious deliberation and after all recommended intervention strategies have been implemented but still result in a program that falls outside the college’s mission or master plan or the division’s or department’s goals and objectives.

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

This policy shall be evaluated for effectiveness within one year after the conclusion of the first program discontinuance process and periodically reevaluated by the Academic Senate in a shared governance environment.

This policy shall be filed with the Office of the Chancellor of California Community Colleges. (Title 5, §51022.)

## II. PROGRAM DISCONTINUANCE EVALUATION PROCESS

### A. INITIAL CONSIDERATIONS

1. This policy will be used to review the continuance or discontinuance of programs.
2. **Definition of Program.** For purposes of this document, a Program is defined as an organized sequence or grouping of courses or other educational activities leading to a defined objective such as a major, degree, certificate, job-direct certificate, job career goal, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education. The term Program also applies to Library Services, Counseling Services, Disability Services, and Special Services, as defined above. The scope of the program under consideration will be clearly delineated at the outset of this process.
3. Vocational or occupational programs shall be reviewed every two years. (Cal. Educ. Code § 78016.) All other programs shall be subject to the program review process according to the College's Program Review schedule, except when continued with qualification within the program discontinuance process.
4. Role of Curriculum Committee. The Curriculum Committee, a committee

- Availability of human resources
- Budget concerns

## B. INITIATION OF THE PROCESS

1. The Vice President of Academic Affairs and the Division Deans shall develop a proposed list of programs to be reviewed. Individual Divisions or Departments/Disciplines may also make proposals for the discontinuance of courses or programs to the Vice President of Academic Affairs and the Division Deans.
2. The Division Dean and the faculty for each affected Program shall conduct a self-study of the affected Program addressing the progress of the identified goals for each Program, and taking into consideration the most recent programs review. The self-study shall also include sufficient evidence supporting one or more of the conditions outlined in Part II.A.5 of this document. Such self-study shall be completed within one semester.
3. As soon as possible following the completion of the self-studies, the Vice President of Academic Affairs shall notify the Curriculum Committee and provide it with the proposed list of affected programs and copies of the self-studies. The Superintendent/President and the Curriculum Committee shall set a timeline for completion of the review and recommendation process by the evaluation committee that is reasonable under the circumstances. In no case should this period be longer than 90 days, exclusive of summer and winter break.

## C. EVALUATION COMMITTEE

1. As soon as possible following the delivery of the list of affected programs and self-studies, an Evaluation Committee shall be initiated by the Senate to continue the process.
2. The Evaluation Committee shall include representatives from the following constituencies:
  - Faculty members, appointed by the Senate
    - Two discipline experts from the affected program.
    - If faculty members from the affected program are not available, then faculty members from a related program or discipline will serve.
    - One counselor, or in the event of a review of a counseling program, a faculty member from another division.

- One student appointed by the Associated Students of Solano College
  - Administration
    - The Vice President of Academic Affairs or Vice President of Student Services, depending on area affected
    - The Dean of the affected program
  - One classified staff member appointed by CSEA or Operating Engineers.
3. For each affected Program, the Evaluation Committee shall review and analyze the self study and other pertinent materials. Both qualitative and quantitative factors shall be discussed in order to have a fair and complete review leading to an eventual decision to continue, continue with qualification, or discontinue a program.
- a. Qualitative factors are based on the mission, values, and goals of the institution and access and equity for students. These factors include but are not limited to:
- Quality of the program and how it is perceived by students, faculty, articulating universities, local business and industry and the community
  - Ability of students to complete their educational goals of remediation, obtaining a certificate or degree, or transferring
  - Balance of college curriculum
  - Effect on students of modifying or discontinuing the program
  - Comprehensiveness of the college experience
  - Uniqueness of the program
  - Importance of the program in its relationship to other programs
  - Replication of programs in the surrounding area and their efficacy
  - Potential for a disproportionate impact on diversity at Solano Community College
  - Necessity of the program in order to maintain the mission of the College
  - Source of funding for the program (outside vs. general funds).
  - Impact on other programs, including transfer, if the program is modified or closed. If there are any, these must be identified

- Requirements by federal/state/accreditation or other areas

- A critical examination and consideration of all information acquired to ensure all members of the sub-committee are

the program with the least impact on students, faculty, staff and the community.

The recommendation must provide either a way for currently enrolled students to continue their programs of study or a plan for them to meet their educational objectives through alternative means.

The recommendation shall also consider the requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities for retraining. Opportunities to suspend or reduce programs in lieu of a reduction in force (See CTA Contract, Article 7 & 8, and CSEA, Article 19, or Operating Engineers 39 if available).

- d. The report of the recommendations of the Evaluation Committee shall be submitted to the Curriculum Committee according to the timeline.

### III. THE CURRICULUM COMMITTEE

- A. Following submission of the Evaluation Committee report to the Curriculum Committee, the Curriculum Committee shall



#### IV. ACTION BY THE GOVERNING BOARD

The Superintendent/President shall forward any received recommendation of the Curriculum Committee along with his/her own recommendations to the Board for action. The Board shall consider and take action upon the recommendations.

#### V. REFERENCES

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