



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
GUIDELINES FOR PROGRAM DEVELOPMENT,  
MERGER/DISSOLUTION, AND DISCONTINUANCE**

## BACKGROUND

It is the intent of this policy to ensure that all departmental development, merger, dissolution, and discontinuance follow a set of guidelines to ensure that student requirements, community needs, and the Mission Statement of the College are met. This document creates the EDUCATIONAL RESOURCES COMMITTEE.

Current standards, regulations, and statutes mandate that each community college district have such procedures in place.

- References:
1. Chancellor's Office Curriculum Standards Handbook
  2. Program Discontinuance: A Faculty Perspective. Academic Senate for California Community Colleges
  3. Review Of Programs: Termination. Education Code, 78016
  4. Title 5, Sections 51022 & 55130

## DEFINITION OF TERMS

Due to the various uses of the following terms, for the purposes of this document, the following definitions are established.

- A. **Educational Resources Committee:** A voluntary committee composed of faculty, staff, administration, community professionals, and students responsible for reviewing and recommending program discipline or departmental change(s). This is not a standing committee and does not have assigned members nor a designated number of participants.
- B. **Advisory Committee:** Any designated group of professionals with expertise in the area under review.
- C.

## SECTION I. GUIDELINES FOR PROGRAM INITIATION, DEVELOPMENT, AND APPROVAL

### Purpose:

The College recognizes that the scope and offerings of programs and classes must reflect the changing demands of its students and community. As those needs change, the content and organization of educational offerings must undergo regular review for appropriateness and efficiency. Most new course-based programs are subject to the guidelines and requirements set out in the Chancellor's Office Curriculum Standards Handbook.

When a new program is proposed, an Advisory Committee shall be formed. This group has the responsibility to review the pro's and con's of the proposal which include:

1. Researching for possible conflicts dealing with the curriculum;
2. Financial constraints;
3. Availability of facilities;
4. Staffing;
5. Potential enrollment and transfer/job placement;
6. Benefits to the community and College.

### Procedure:

Requests involving new programs which do not fit within an existing program framework shall be accompanied by a division area review and/or planning document which includes, but is not limited to, the above.

Once the document is submitted to the Academic Senate, it is the responsibility of the Senate President to convene the EDUCATIONAL RESOURCES COMMITTEE. This committee is empowered to formulate recommendation to the Administration of the College.

For program development, the ERC shall consist of: One (1) faculty Senate member; one (1) CTA member; one (1) CSEA member; one (1) member representing administration; one (1) member for the ASB; and two (2) members from the advisory committee recommending the proposal. The committee shall elect is on chairperson.

Based upon a document review, the ERC will formalized the assessment and forward a report to the Academic Senate for approval.

The ERC will meet in a timely fashion to:

1. Develop a program proposal, which should contain the results of the needs assessment; program goals and objectives; topic outlines for the course(s); and feasibility study.
2. Forward the proposal to the appropriate area's Dean.

3. Upon the Dean's approval, submit the proposal to the curriculum committee with:
  - a. New course outlines & objectives.
  - b. Prerequisites
  - c. General Education requirements
  - d. Course sequence
  - e. Methodology
  - f. Field (clinical) experience requirements
4. Write and submit a report giving:
  - a. New course proposals
  - b. Conclusions of the Dean
  - c. Conclusions of the curriculum committee
  - d. Timelines for initial implementation
  - e. Evaluation plan and tools

## SECTION II. GUIDELINES FOR DEPARTMENTAL MERGER OR DISSOLUTION

### Purpose:

The College recognizes that similar departments and functions often can be grouped together to maximize efficiency, prevent/minimize duplication, and better meet student needs. It is also recognized that at certain intervals said reorganization may be unsuccessful.

### Procedure:

To meet the stated intent, all departments considering either a merger or dissolution must complete the following:

1. When the above decision has been proposed, the EDUCATIONAL RESOURCES COMMITTEE shall be convened to study the feasibility of the action. For the purpose of reviewing departmental mergers or departmental dissolutions, the ERC shall consist of

- c. Is there a demonstrated significant difference or overlap in course offerings and/or career development?
3. The ERC must review all documentation submitted and have a consensus vote from all member represented in each affected department. Consensus vote is defined as the majority (50% + 1) of the ERC.

### SECTION III. PROGRAM DISCONTINUANCE

#### Purpose:

Institutions are required to critically review all departments on a six-year review cycle. However, periodically, a need may arise for a separate process to address specific “at risk” situations.

The EDUCATIONAL RESOURCES COMMITTEE in this instance shall consist of: one (1) member representing the Faculty Senate; one (1) member representing the CTA; one (1) member representing the CSEA; one (1) member representing Administration; one (1) member from the “at risk” discipline, program or department; one (1) student member from the “at risk” discipline, program, or department; and one (1) member-at-large from the community representing the discipline under review. The Committee shall elect its own chairperson.

The ERC shall meet only when an “at risk” situation is identified. The Committee shall have no regular members. A call for volunteers shall be initiated by the Academic Senate when necessary.

(7) special integration or cross discipline pr

- Duplication/uniqueness of the program
- Employer satisfaction
- Advisory committee recommendation
- Professional obsolescence
- Transfer program availability
- Enrollment constraints
- Regional needs
- Impact of program on underrepresented and female students
- Scheduling trends
- Placements post graduation due to labor demands
- Number of transfers (UC, CSU, private)
- Number of transfer ready students
- Enrollment as a percent of available seats
- Industry/market demand

### Recommendation(s)

The ERC will issue a written recommendation to the Executive Vice-President/Associate Superintendent based upon the analysis of the data. It will include one of three (3) options. They are: (a) accept the program, discipline, or department in its current state; (b) recommend to continue the program, discipline, or department with qualifications; or (c) discontinue the program, discipline, or department. Resources shall be allocated by Administration in order to implement any of the above three options.

#### Option 1: Acceptance In Current State

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outside of the College's values and mi