

AP 4021 Program Discontinuation

Reference:

Education Code Section 78016

Title 5 Sections 51022, 55130

ACCJC Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Taft College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 (Section 55000) defines an educational program as “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.” These educational programs are subject to approval by the Chancellor’s Office and are then entered on Chancellor Office Curriculum Inventory (COCI).

Only programs with one or more of the following:

1. Low or declining enrollment.
2. Decreasing demand for service.
3. Clear obsolescence.
4. Lack of qualified instructors.
5. Substantial duplication with another program, or
6. Budgetary considerations.

Will be considered for discontinuance.

The discontinuation process for programs meeting:

1. Low or declining enrollment, or
2. Decreasing demand for service.

Will be initiated and carried out according to the following steps:

1. In identifying a declining trend by the division/area chair and faculty of a specific program through the program review process, the division/area chair shall contact the Vice President of Instruction and Academic Senate

President. Program leads have the discretion of deciding which key performance indicators to use to identify a declining trend with indicators as appropriate to apply:

- A. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
- B. A consistently low enrollment of 50% below maximum seat load capacity over four consecutive semesters.
- C. Retention of less than 50% from the beginning term class-roster for four terms (need not be consecutive semesters).

The discontinuation process for programs meeting:

- 1. Clear obsolescence
- 2. Lack of qualified instructors or
- 3. Substantial duplication with another program will be initiated and carried out as follows:
 - A. When the division chair or faculty of a specific program identifies clear obsolescence, lack of qualified instructors or substantial duplication during the program review process, the division chair shall notify the Vice President of Instruction and the Academic Senate President of the request for program discontinuation. Notification shall include:
 - 1) Completion of the checklist with the evidence supporting an assertion of clear obsolescence or substantial duplication.
 - a. Evidence must address the assertion made. In example: an assertion of substantial duplication might include a matrix showing duplication of the programs in question.
 - b. A discontinuation plan that includes honoring catalog rights of students with a declaration of intent to complete the program and a timeline for program discontinuation.
- 4. The Curriculum Committee shall, upon notification of program(s) considered for discontinuation:

- A. Within sixty working days, perform the appropriate review, make a recommendation to the chair of the division where the program resides, the Office of Student Services, and the Office of Instruction.
- B. Within ninety working days, the Curriculum Committee will request an update on actions taken in response to the recommendation.

The role of the Curriculum Committee shall be to consider the following in keeping with good intentions and enrollment management requirements, and make a recommendation on the disposition of the programs identified for possible discontinuation:

- A. Needs of the community.
 - B. Workforce development.
 - C. Program Review (most recent).
 - D. Core indicators from Chancellor's Office.
 - E. Integration/cross discipline in which the program is involved.
 - F. FTES generated by program.
 - G. Local labor market information through EDD/employer program advisory committees and surveys.
 - H. Or may initiate an independent, external needs assessment to determine labor market demand.
5. The Curriculum Committee, by consensus, may agree to one of the following recommendations:
- A. To declare the program to be discontinued and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
 - B. To devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. The Administration in order to improve enrollment or retention shall allocate resources. Some areas of consideration are: in-depth revision of the program's courses, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration

with other campus areas that could help promote student success and retention.

6. In the case of 3.B if, after implementation of the revitalization, there has been no statistically significant increase in key performance indicators after three semesters of the implementation of the process to revitalize the program, the Administration will reconvene the Curriculum Committee to determine the appropriate course of action from the following:
 - A. Give the Program an extension of two semesters. 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 plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
 - D. Discontinue the program.
7. The final decision on either program discontinuance or program continuance is sent by the Curriculum Committee to the Vice President of Instruction and Academic Senate President, and then to the Governance Council. If the decision is to continue the program, evaluation will occur through the regular program review cycle.
8. If the decision is to discontinue a program, the Vice President of Instruction or President of the Academic Senate President informs the Strategic Planning Committee, who then confirms the procedure was followed. If confirmed, the Strategic Planning Committee sends the discontinuance forward to the Governance Council so that they may formally ratify the decision of the Curriculum Committee. The Committee then sends the finding to the President/Superintendent as a formal recommendation of program discontinuance.