

AP 4021 Program Discontinuation

Reference:

Education Code Section 78016
Title 5 Sections 51022, 55130

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 System's Office and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

1. When a declining trend has been identified by the division/area chair and faculty of a specific program during the program review process, the division/area chair shall contact the appropriate Vice President of Instruction and Academic Senate President. A declining trend will be identified using the following key performance indicators, with program leads having the discretion of deciding which indicators are 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).
 - d. Student success of less than 50% of students obtaining a grade of C or better and /or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
2. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/ Area Chair, the Director of CTE if applicable, a representative of the Counseling

Date of Implementation:

9/24/12

AP 4021 – Program Discontinuation

Page 2

Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.

The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- * Needs of the community
 - * Workforce development
 - * Program Review (most recent)
 - * Core indicators from System's Office
 - * Integration/cross discipline in which the program is involved
 - * FTES generated by program
 - * Local labor market information through EDD/employer program advisory committees and surveys
 - * Or initiate an independent, external needs assessment to determine market demand
3. The Taskforce, by consensus, may agree to one of the following to address the declining trend:
 - a. to declare the program obsolete 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. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered 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.
 4. If there has not been a 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 Taskforce to determine the appropriate course of action from the following:

AP 4021 - Program Discontinuation

Page 3

- 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.
5. The final decision on either program discontinuance or program continuance is sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.
 6. If the decision is to discontinue a program, the appropriate Vice President or Academic Senate President will inform the Strategic Planning Committee, who will confirm that procedure has been followed, and if confirmed, will send the discontinuance forward to the Governance Council so that they may formally ratify the decision of the Discontinuance Taskforce. This will then be sent to the President/Superintendent as a formal recommendation of program discontinuance.