AP 4021 PROGRAM REVITALIZATION AND DISCONTINUANCE

References:
Education Code Section 78016;
Title 5 Sections 51022 and 55130

The District has established procedures for program revitalization and discontinuance based on the philosophy that:

- The District will rely primarily on the Academic Senate in the implementation of program revitalization and discontinuance procedures;
- Program revitalization and discontinuance is different from program review;
- Program revitalization and discontinuance shall be an academic and professional matter for the Academic Senate and may have a potential impact on employment of individuals and therefore may be a matter for collective bargaining;
- Grant-funded programs whose source of funding is no longer available may be discontinued without following the program revitalization and discontinuance procedure;
- Criteria for identifying programs at-risk for program discontinuance are clear and include evidence supported by qualitative and quantitative data, including but not limited to: long-term trends over three to seven years for enrollment history, projections for continued declining enrollment, changes in the academic discipline or career/technical field, labor market changes, articulation changes established by transfer colleges and universities that affect the viability of program offerings, or other factors that demonstrate that the program is in decline and predict it will continue to decline.
  - Those criteria are applied uniformly and consistently
- Program discontinuance should not adversely affect students who are in the middle of a program;
- The program revitalization and discontinuance procedure may be implemented after a program has been identified through program review or by the Institutional Planning Committee as being in need of revitalization.
- The Academic Senate may recommend program revitalization and discontinuance. If 60% of the faculty members teaching in a discipline agree to submit to the Academic Senate a request for the discontinuance of a program, the Academic Senate may recommend program discontinuance without a formal procedure being implemented.
- Once a program is identified, formal notice will be sent to the program staff, President of the Academic Senate, the President of the United Professors of Marin (UPM), the President of the CSEA, and the College Superintendent/President.
- The Vice President and Dean, working with program faculty and staff and using established criteria, will present preliminary findings to the Superintendent/President and the Academic Senate President.
- If it is mutually agreed upon that the program revitalization and discontinuance process should be initiated, the process will proceed.
- Following an initial finding to proceed, program faculty and staff will have one academic year to compile evidence supported by quantitative and qualitative data to assess the program for its viability and its fit with College goals, mission, and vision. They will form a Program Revitalization Task Force to prepare a report. The Task Force will consist of all members of the department, the appropriate Dean, two faculty members from outside of the department appointed by the
Academic Senate, and one Dean from outside of the Division. If the program has an advisory committee, two members of the Advisory Committee would be included. The Dean in charge of the program and a faculty member selected by the faculty would co-chair the task force. Other personnel from the College may serve as resources to the committee – student service professional, articulation officer, research director, etc.

- The Revitalization Task Force’s report will include:
  - a summary of the process used by the task force
  - a review of all data consulted
  - an assessment of the recommendations’ impact on the College’s overall educational program and budget, as well as its impact on all students, faculty, and staff involved.

- A Program Assessment Committee, appointed by the Superintendent/President and the Academic Senate, will serve as a review committee for the final report; it may also serve in an advisory capacity while the assessment is ongoing. The committee will review the final report and present its findings to the Academic Senate and the Superintendent/President. The Program Assessment Committee’s recommendations shall also be forwarded to the Institutional Planning Committee and the Office of Student Learning for review and comment.

- Specific steps for Program Revitalization and Discontinuance shall be developed by the Program Assessment Committee.

- Findings may result in recommendations that would result in program improvement or revitalization. In such case, the program may continue, but will need to complete a follow-up progress report within one year and not to exceed two years.

- Should the findings be inconclusive, a recommendation for additional review for one more year may be made.

- Findings may result in a recommendation for discontinuance, including a timeline for phasing it out within one year.

- Students who are already enrolled in the program will be allowed to complete requirements within the year of review or will be assisted to transfer to other programs. New students will not be allowed to enroll in the program while the program is being considered for discontinuance.

- The District will consult with the appropriate collective bargaining agents about the potential impact of program discontinuance on the employment of unit members. Applicable law and contract provisions will apply.

- The Superintendent/President, upon the recommendation of the Academic Senate and the Program Assessment Committee, will forward a final recommendation to the Board of Trustees. Any party may submit a different recommendation. While the final decision rests with the Board of Trustees, except in exceptional circumstances, the district shall rely primarily upon the recommendation of the Academic Senate.

Career/Technical programs

The District is legally required to establish a procedure for the discontinuance of career and technical programs that differs in some ways (Education Code Section 78016). Career/technical programs must be reviewed every two years to ensure that they meet legal standards. If legal and other District standards are not met, the same procedures for all other programs shall be followed except for the timeline which shall be accelerated to comply with legal requirements.

Legal standards for career and technical programs include that the program:

- Meets a documented labor market;
- Does not represent unnecessary duplication of other manpower training program in the area; and
• Demonstrates effectiveness as measured by the employment and completion success of its students.

Other legal requirements include:

• Any program that does not meet the requirements and the standards promulgated by the Board of Trustees shall be terminated within one year;

• The required review process shall include the review and comments of the local Private Industry Council and the review and comments shall occur prior to any decision by the Board of Trustees; and

• A written summary of the findings of each review shall be made public.

Office of Primary Responsibility: Vice President of Student Learning

Date Approved: December 9, 2008