# Academic Program Discontinuance

Education Code sec. 78016 directs Districts to have an agreed-upon process for program discontinuance based upon established criteria. The Academic Senate for the California Community Colleges further states that local academic senates shall create a collegial, student-centered, faculty driven, academically relevant process for the termination of college programs. Therefore, the processes for program discontinuance shall be educationally sound and in accordance with the college's master plan, educational goals, specific program objectives, and provide for student access and success. These processes shall not be driven solely by fiscal exigencies or political pressures.

## Definitions

Academic Program – "academic program" or "program of instruction" or "vocational program" or "course of instruction" includes a group of courses, however denominated, that are represented to lead to an area of specialization, certificate of achievement, certificate, or major. (See addendum A for a list of programs at Porterville College)

Discontinuance – "discontinuance of a program" refers to the elimination or termination or a group of courses, however denominated, that are represented to lead to an area of specialization, certificate, or major. Program discontinuance is not a temporary inactivation of a program.

Temporary Inactivation -- A period of not longer than three years when a department chooses not to offer a program. A program shall be placed on temporary inactivate status only if the department has the specific intention of offering the program again within the near future. Implementation of temporary inactivation shall be reported to the Academic Senate and the program's change reported to the State Chancellor's office on the form "Non-Substantial Changes to Approved Program or Change of Active–Inactive Status." To be reactivated, a program must complete a program review.

## Program Discontinuance

A program may be discontinued for one of the following reasons:

A. A program review is not completed after three **years** for professional/technical programs or after **seven** years for academic programs. This requirement applies to all programs, active and inactive.

B. By decision of the Academic Senate following the Program Discontinuance procedure as outlined below

### Procedure

1. Program Discontinuance Proposal submitted to the Academic Senate.
   (see guidelines for detail)
2. Review Process

   a. The Academic Senate reviews and validates the contents of the Proposal.
   b. The Academic Senate refers the Proposal to involved parties for review.
      I. Department/Interdepartmental review
      II. CIC review
      III. CCA/CSEA review

3. The Academic Senate makes a final decision, the vote in favor of discontinuance having to be carried by a two-thirds majority. The deadline for this decision is the Senate's final fall meeting.
4. Results of the vote are reported at the first available opportunity to College Council and other shared governance bodies in order to effect budget and personnel decisions for the following academic year

## Guidelines for the Preparation of a Program Discontinuance Proposal

**1. RATIONALE:** The initiator of a discontinuance proposal shall state the factors that are operative in the supporting rationale for discontinuance, including but not limited to the following:

a. Circumstances leading to the proposal;
b. Long-term (not cyclic or temporary) evidence of low enrollment, relative to the expectations/constraints of the program;
c. Low academic quality of the program and supporting evidence;
d. Lack of resources (faculty, facilities, etc.) in support of the program;
e. A change in emphasis of the College or department, or a change in the role of the program within the context of the College or department that has been approved through established and customary academic planning processes;
f. Loss of external accreditation/certification;
g. Economic factors which, when raised as a principal ground for discontinuance, are substantial.

**2. IMPACT —** Identify the expected impact of discontinuance on the department and on the College with as much of the following supportive data as is possible:

a. Impact on the College's mission and goals;
b. Impact on the affected division;
c. Financial impacts;
d. Impact on faculty;
e. Impact on students (i.e. graduation requirements, certificate requirements, etc.)
f. Impact on related programs;
g. Impact on staff and/or other units of the College;
h. Impact on alumni, community, and outside interests;
i. Impact on articulation and transfer with 4-year institutions;
j. Impact on articulation from the high schools;
k. Impact on enrollment management.
l. Impact on minorities and women.

**3. ADDITIONAL EVIDENTIARY SUPPORT —** Evidence pertinent to the rationale of the proposal and to the expected impact of discontinuance shall be provided, to include but not limited to:

a. Program admission and graduation requirements, applicant activity and enrollment data, and the numbers of degrees or certificates awarded through the program;
b. Information on administration of the program and the facilities provided to it;
c. An evaluation, of the quality of the program and of its faculty;
d. A description of the role of the program in the overall context of the division and of the College;
e. Any statements offered by individuals or organizations, within and outside the College, likely to be affected by the discontinuance;
f. A comparison of the proposed program for discontinuance with related or similar programs, if appropriate;

g. A survey of students currently enrolled in the program to determine the impact of the discontinuance on their academic plans. The survey should attempt to identify students who wish (i) to complete the program; (ii) to transfer to other programs at the College; and (iii) to leave the College;

h. A description of how existing facilities and equipment freed by the discontinuance would be utilized.

**4. IMPLEMENTATION —** The plan and schedule for implementing the discontinuance shall take into consideration the following:

a. A method of accommodating current program applicants;

b. A planned effort to assist currently enrolled students in avoiding the waste of credits already earned and in effecting satisfactory transfers to other programs in the College or elsewhere;

c. The number, rank, and tenure status of any faculty who will be affected by the discontinuance.

**5. EVIDENCE OF CONSULTATION —** Provide a narrative summary demonstrating consultation with appropriate and affected entities on campus and within the community.

**Per State Distance Education Guidelines**

**55211. Instructor Contact.**
*In addition to the requirements of section 55009 and any locally established requirements applicable to all courses, district-governing boards shall ensure that: (a) All approved courses offered as distance education include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.*

The Pedagogy and Technology Committee recommends that all course syllabi contain the following sections pertaining to Instructor Contact.

**Contact Hours and Methods**. Include office hours (not required for adjunct instructors), contact information (email address, telephone number, voice, Instant Messaging, etc.).  The committee recommends use of all appropriate contact hours and methods.

**Response Time Expectations**. Describe the turnaround time for communication between students and instructor's response.  The committee recommends 48 hours or less, and that the instructor includes information about exceptions (holidays, weekends, etc.).

**Interaction Format**. Describe the methods of regular, effective, faculty-initiated contact between the instructor and students.The committee recommends that instructors regularly (at least twice a week) initiate contact with students in the online classroom to determine that they are accessing and comprehending course materials, and that they are participating regularly in the activities of the course.  In addition, the committee recommends that instructors should concurrently monitor student-to-student interaction. Types of interaction may include the following:

- Email
- Threaded discussion pages
- Chat room
- Skype
- Telephone/Voicemail
- Early alert
- CCC Confer
- Adobe Connect
- Instant messaging
- Moodle Announcements/News
- Assignment and assessment feedback
- iTV classroom discussion
- Traditional classroom discussion

**Grading Turnaround Expectations**. Describe the turnaround timeframe for students to expect feedback, grades, and current grade status.  The committee recommends that assessments are graded, posted, and available no later than two weeks after the due dates and that exceptions are fully described.  The committee recommends that students be able to view or determine their current grade.

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### Procedure

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2. Review Process

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    b. The Academic Senate refers the Proposal to involved parties for review.
        I. Department/Interdepartmental review
        II. CIC IEC review (A change from CIC)
        III. CCA/CSEA review
3. The Academic Senate makes a final decision, the vote in favor of discontinuance having to be carried by a two-thirds majority. The deadline for this decision is the Senate's final fall meeting.
4. Results of the vote are reported at the first available opportunity to College Council and other shared participatory governance bodies in order to effect budget and personnel decisions for the following academic year

**Guidelines for the Preparation of a Program Discontinuance Proposal**

**1. RATIONALE:** The initiator (faculty or appropriate administrator) of a discontinuance proposal shall state the factors that are operative in the supporting rationale for discontinuance, including but not limited to the following:

    a. Circumstances leading to the proposal;
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**2. IMPACT —** Identify the expected impact of discontinuance on the department and on the College with as much of the following supportive data as is possible:

    a. Impact on the College's mission and goals;
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    l. Impact on minorities and women.

**3. ADDITIONAL EVIDENTIARY SUPPORT —** Evidence pertinent to the rationale of the proposal and to the expected impact of discontinuance shall be provided, to include but not limited to:

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    e. Any statements offered by individuals or organizations, within and outside the College, likely to be affected by the discontinuance;
    f. A comparison of the proposed program for discontinuance with related or similar programs, if appropriate;
    g. A survey of students currently enrolled in the program to determine the impact of the discontinuance on their academic plans. The survey should attempt to identify students who wish (i) to complete the program; (ii) to transfer to other programs at the College; and (iii) to leave the College;
    h. A description of how existing facilities and equipment freed by the discontinuance would be utilized.

**4. IMPLEMENTATION —** The plan and schedule for implementing the discontinuance shall take into consideration the following:
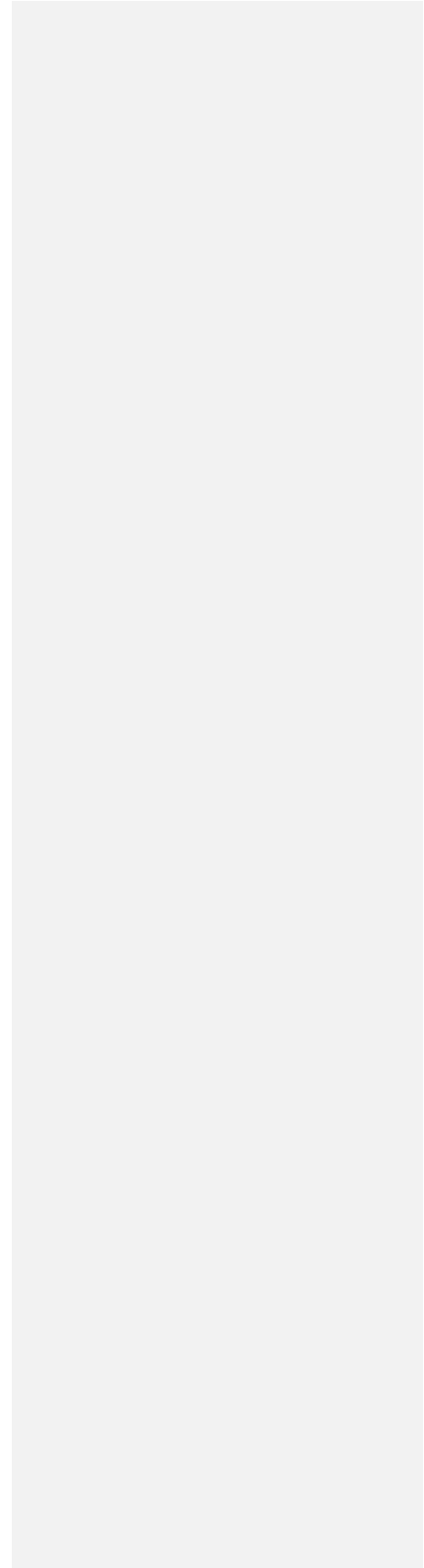
a. A method of accommodating current program applicants;
b. A planned effort to assist currently enrolled students in avoiding the waste of credits already earned and in effecting satisfactory transfers to other programs in the College or elsewhere;
c. The number, rank, and tenure status of any faculty who will be affected by the discontinuance.

**5. EVIDENCE OF CONSULTATION** — Provide a narrative summary demonstrating consultation with appropriate and affected entities on campus and within the community.

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### Procedure

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   (see guidelines for detail)
2. Review Process

   a. The Academic Senate reviews ~~and validates the contents of~~ the Proposal.
   b. The Academic Senate refers the Proposal ~~to involved parties for review~~ to the Institutional Effectiveness Committee to prepare a report according to the guidelines. The report is then referred to involved parties for review~~:~~
      I. Department/Interdepartmental review
      ~~II. CIC review~~
      ~~III.~~II. CCA/CSEA review
3. The Academic Senate makes a final decision, the vote in favor of discontinuance having to be carried by a two-thirds majority. The deadline for this decision is the Senate's final fall meeting.

4. Results of the vote are reported at the first available opportunity to College Council and other ~~shared~~ participatory governance bodies in order to effect budget and personnel ~~decisions~~ changes for the following academic year.

**Guidelines for the Preparation of a Program Discontinuance Proposal Report.**

**1. RATIONALE:** The initiator (faculty or appropriate administrator) of a discontinuance proposal shall state the factors that are operative in the supporting rationale for discontinuance, including but not limited to the following:

  a. Circumstances leading to the proposal;
  b. Long-term (not cyclic or temporary) evidence of low enrollment, relative to the expectations/constraints of the program;
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  i. Impact on articulation and transfer with 4-year institutions;
  j. Impact on articulation from the high schools;
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**3. ADDITIONAL EVIDENTIARY SUPPORT:** Evidence pertinent to the rationale of the proposal and to the expected impact of discontinuance shall be provided, to include but not limited to:

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  d. A description of the role of the program in the overall context of the division and of the College;
  e. Any statements offered by individuals or organizations, within and outside the College, likely to be affected by the discontinuance;
  f. A comparison of the proposed program for discontinuance with related or similar programs, if appropriate;
  g. A survey of students currently enrolled in the program to determine the impact of the discontinuance on their academic plans. The survey should attempt to identify students who wish (i) to complete the program; (ii) to transfer to other programs at the College; and (iii) to leave the College;

h. A description of how existing facilities and equipment freed by the discontinuance would be utilized.

**4. IMPLEMENTATION:** The plan and schedule for implementing the discontinuance shall take into consideration the following:

a. A method of accommodating current program applicants;
b. A planned effort to assist currently enrolled students in avoiding the waste of credits already earned and in effecting satisfactory transfers to other programs in the College or elsewhere;
c. The number, rank, and tenure status of any faculty who will be affected by the discontinuance.

**5. EVIDENCE OF CONSULTATION:** The report will provide a narrative summary demonstrating consultation with appropriate and affected entities on campus and within the community that includes a signature page allowing such entities indicate their participation in consultation.