



Reference: *Education Code Section 78016;*  
*Title 5 Sections 51022 and 55130;*  
*ACCJC Accreditation Standard II.A.15*

### Overview

A Program Viability Task Force shall be made up of faculty from academic and career/technical areas, and will have participation by the college and District administration to review the policy and procedures. There are four underlying principles of the policy and process:

1. The term “program” is defined by regulation as being a course of study leading to an approved degree or certificate.
2. Current program students would not be adversely affected by discontinuing a program.
3. The process follows a timeline for review, recommendations for improvement, and action.
4. The review is a shared responsibility of faculty and administration.

Furthermore, this process shall include:

- Appropriate involvement of the faculty and Academic Senate;
- Input from the administration in the review and development of the program probation timeline;
- Regular review and justification of programs and course descriptions;
- Analysis of data, including student success and local market data; and
- Opportunities for training for persons involved in aspects of curriculum development.

### Initiating the Discussion on Program Viability – Discontinuance and/or Expansion

Program discontinuance and/or expansion discussions can be initiated through the college’s curriculum review process as well as through the college and District’s planning and governance councils including, but not limited to, Academic Senate, President’s Executive Cabinet, Planning and Governance Council, Board of Trustees, as well as the individual learning areas and/or departments, the Office of the President, Vice President of Educational Services, and/or Vice President of Student Services.

The process for discontinuance or expansion may be initiated either in the Fall or Spring. A decision will be made within one academic year with final implementation to be determined.

In order to be responsive for potential economic improvement of the communities served by the District and its colleges, the process for program expansion may also

commence at any time, with a decision to be determined within six months, with final implementation to be determined.

### Formation and Charge of the Program Viability Task Force

When there is a possibility that the discontinuance of a program will be initiated, the College President or designee, in consultation with the Academic Senate, will form a Program Viability Task Force.

The membership of this task force will include the Academic Senate President (or President-elect), the affected discipline faculty as determined by the Academic Senate, a campus Vice President, and two faculty members chosen by the Academic Senate.

The Program Viability Task Force will be charged with:

1. Electing a chair from its prescribed membership.
2. Exercising discretion to expand its membership to include program support staff, student services representatives, and community representations where appropriate.
3. Gathering all qualitative and quantitative evidence, as well as recommendations, into a written report.
4. Participating in all public meetings and discussions.
5. Recommending to the Academic Senate and college administration one of the following three potential outcomes of the discontinuance process:
  - Recommendation to Continue – The recommendation for a program to continue shall be based upon the qualitative and quantitative criteria listed below and will be documented in writing by the Program Viability Task Force.
  - Recommendation to Continue with Qualifications - Based upon the review of qualitative and quantitative criteria, a program may be recommended to continue with qualifications. These qualifications shall include any requirements imposed by an external regulatory, governing, or licensing body to which the program is subject. A specific timeline (no less than six months and no more than 18 months) will be provided in which interventions will be indicated and expected outcomes will be specified in writing and made available to all concerned parties.

All interventions, recommendations, and timelines will be documented in writing by the Program Viability Task Force and maintained by the Academic Senate and monitored by the Program Viability Task Force. After the specified qualification period is completed the program will be again evaluated by the Program Viability Task Force. Interventions may include, but are not limited to:

- Retooling and redesigning course/program
- Offering course/program every other semester
- Offering course/program between colleges
- Offering course not as transfer, but perhaps as elective course

- Converting course/program to Community Education/Contract Education offering.
- Recommendation to Discontinue – The recommendation for a program to be discontinued shall be based upon qualitative and quantitative criteria and will be documented in writing by the Program Viability Task Force. A recommendation to discontinue is mandated if so ordered by an external governing or licensing body to which the program is subject.

If a program is recommended for discontinuance, the following procedures will be implemented:

- A plan and timeline for phasing out the program will be completed. The plan shall include procedures to allow currently enrolled students to complete their programs of study in accordance with the rights of students as stipulated in the college catalog.
- A teach-out plan will be provided by the college to assist remaining students with completion of degree or an acceptable program.
- An inactivated program and courses specific to an inactivated program shall be removed from the college catalog and catalog addendum.
- A plan for the re-training and implementation of all collective bargaining requirements for faculty and staff.
- The plan must include any recommendations imposed by an external regulatory, governing, or licensing body to which the program is subject.

### Evaluation Criteria

- Qualitative Evidence

The Program Viability Task Force shall gather qualitative evidence to assess the program's alignment with the mission, values, and goals of the institution, and access and equity for students. Factors to be considered may include, but are not limited to:

1. The pedagogy of the discipline. (Question to ask: Are the methods, analyses, and techniques currently used appropriate and relevant?)
2. The balance of college curriculum.
3. The development of the whole student.
4. The potential for a disproportionate impact on diversity.
5. The quality of the program, which may include input from program review, student evaluations, articulating universities, local businesses and/or industry, and the community.
6. The ability of students to complete their degrees or certificates or to transfer. This includes maintaining rights of students as stipulated in the college catalog.
7. The replication of programs in the surrounding area.
8. The ability of programs to meet standards of outside accrediting agencies, licensing boards, and governing bodies. Both qualitative evidence and quantitative evidence, as indicated below, shall be evaluated within the discussion concerning program discontinuance.

9. The goals and strategies of the college as outlined in the most recent Strategic Plan.

- Quantitative Evidence

The quantitative evidence may include, but is not limited to:

1. Enrollment trends over the past five years to include the following:
  - a. Retention or success rates of students
  - b. Student completion rates
2. The projected demand for the program in the future
3. The persistence of students in the program
4. Term to term persistence of students within the program
5. Productivity in terms of WSCH (Weekly Student Contact Hours) per FTE (Full Time Equivalent) ratios
6. Success rate of students passing state and national licensing exams
7. Enrollment trends over a sustained period of time
8. Local and regional employment needs (if CTE program)

### Discussion Guidelines

- Discussion of program discontinuance shall include faculty, staff, administrators, and all parties potentially affected by the decision. These parties may also include students, the employing business/industry, and the community.
- Discussion of program viability will be conducted in public, open meetings. The dates, times, and locations of these meetings will be published using all reasonable means of college communications.
- Discussions will include both qualitative and quantitative evidence. Sources of data for all evidence will be referenced and cited.
- A written record of all discussions and recommendations will be kept by the office of the Chief Instructional Officer (CIO) for review by the public.

### Conclusion of the Process

The recommendations of the Program Viability Task Force shall be forwarded to the College President for action. The President, who may consult with appropriate governance councils, will then forward the Program Viability Task Force recommendations, with possible modifications, to the Chancellor for action.

### Flow Chart of Possible Outcomes from Program Viability Task Force

- Recommendation to Continue  Without Qualifications
- Recommendation to Continue  With Qualifications
  - Redesign
  - Retool
  - Offer every other semester
  - Offer between colleges
  - Convert to contract/ community education

A specific timeline (no less than six months and no more than 18 months) will be provided in which interventions will be indicated and expected outcomes will be specified in writing and made available to all concerned parties.

All interventions, recommendations and timelines will be documented in writing by the Program Viability Task Force. After the specified qualification period is completed the program will be again evaluated by the Program Viability Task Force.

- Recommendation to Discontinue

The recommendation for a program to be discontinued shall be based upon qualitative and quantitative criteria and will be documented in writing by the Program Viability Task Force. A recommendation to discontinue is mandated if so ordered by an external governing or licensing body to which the program is subject.

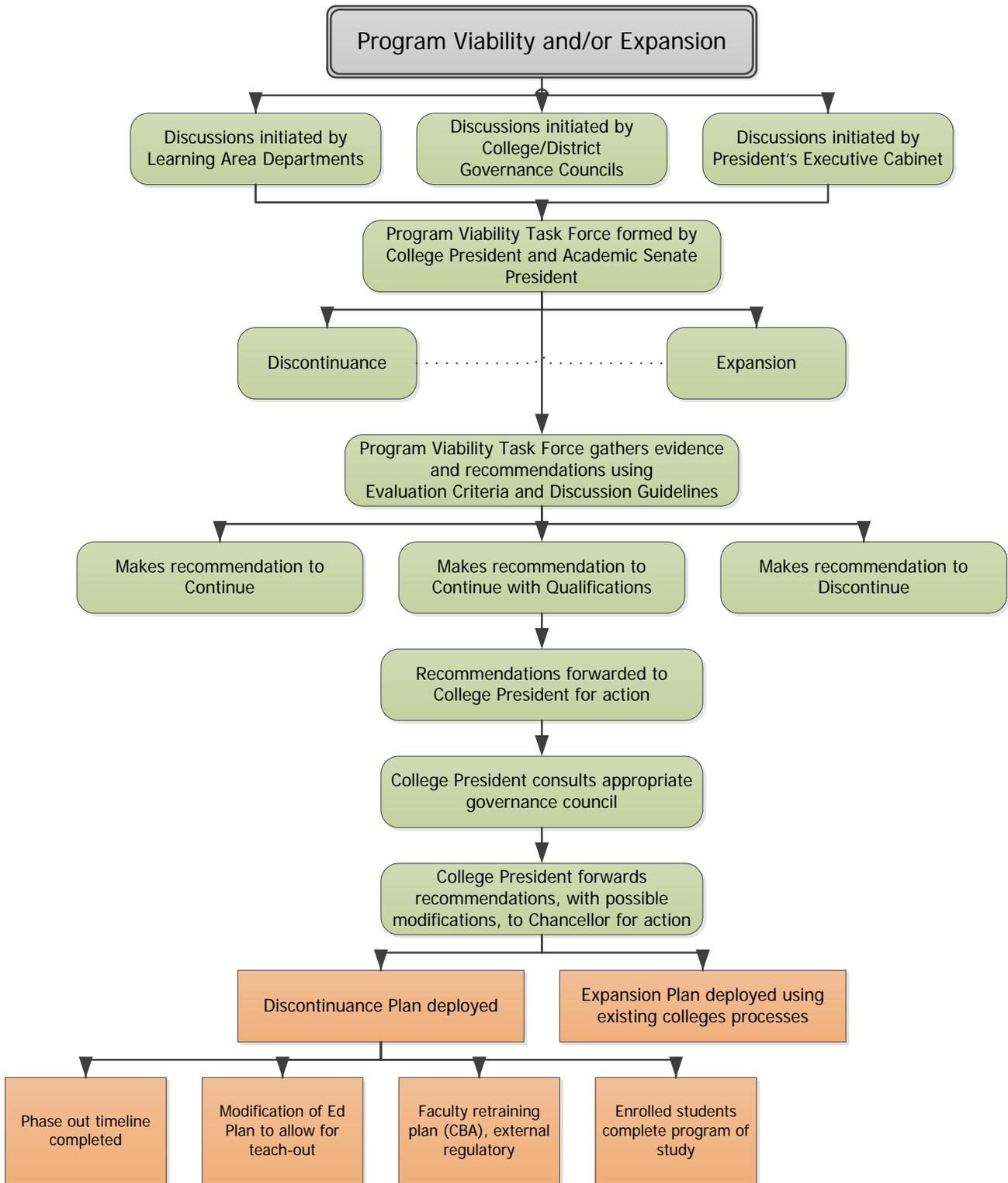
If a program is recommended for discontinuance, the following actions will be taken:

- A plan and timeline for phasing out the program will be completed. The plan shall include procedures to allow currently enrolled students to complete their programs of study in accordance with the rights of students as stipulated in the college catalog.
- The educational plan will be modified to allow for a teach-out.
- A plan for the re-training and implementation of all collective bargaining requirements for faculty and staff.
- The plan must include any recommendations imposed by an external regulatory, governing or licensing body to which the program is subject.

Date: 2/11/14

Reviewed/Revised: 4/23/19

# Program Viability and/or Expansion Flow Chart



One Year Timeline

6-18 Months Timeline