

AP 4021 Educational Program Discontinuance

Reference:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
ACCJC Accreditation Standard II.A.15;
WASC/ACS Criterion 1, Indicator 1.6; Criterion 4, Indicator 4.2

- 1.0 **Statement of Purpose:** The North Orange County Community College District is committed to the vitality and integrity of its educational programs as defined in BP4021 as validated by processes of regular and ongoing evaluation. The purpose of this Procedure is to provide a framework for the effective consideration of program vitality that utilizes regular and rigorous institutional evaluation, and in those rare instances where consideration of discontinuance of educational programs is appropriate, to provide a framework and a process of effective engagement within which to consider the relevant issues and to come to an appropriate and timely institutional resolution.
- 2.0 **Consideration of Collective Bargaining Rights:** Nothing contained in this Procedure is intended to infringe upon, diminish, or supersede any collective bargaining rights established for employees of the District. It is the intention of the District that consideration of issues appropriately under the scope of bargaining be addressed through the regular processes established for such consideration by the District and its collective bargaining units.
- 3.0 **Process of Regular Program Evaluation:** The District is committed to regular processes of evaluation of its programs that support and advance the District mission. The colleges/SCE shall engage in institutional evaluation processes in support of excellence and in accord with all appropriate statutory and accrediting body standards and requirements.
 - 3.1 Based upon information generated as a result of regular evaluation processes, the process of Special Review may be invoked at the request of any of the following site representatives:
 - 3.1.1 College President/Provost of the campus where the program is located, or;
 - 3.1.2 Chief Instructional Officer of the college or appropriate Dean for SCE, or;
 - 3.1.3 Chief Student Services Officer of the college or dean designated by the Provost for SCE, or;
 - 3.1.4 Dean/Program Manager of the program under consideration, or;
 - 3.1.5 Department/Program Faculty from program under consideration, or;
 - 3.1.6 Academic senate from the institution of the program under review, or;
 - 3.1.7 Institutional Researcher.

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- 3.2 Programs may be considered for Special Review in accord with the following Indicators:
- 3.2.1 The following are considered Tier 1 Indicators. When any one of these criteria are established relative to a program, Special Review shall be initiated:
 - 3.2.1.1 Declining enrollment demand that is statistically significant over the course of at least two (2) academic years;
 - 3.2.1.2 Clear program obsolescence as indicated by appropriate workforce data scans of CTE programs or by recommendation of the program advisory committee;
 - 3.2.1.3 Loss of required program accreditation.
 - 3.2.2 The following are considered Tier 2 Indicators. When two or more of these criteria are established relative to a program, Special Review shall be initiated:
 - 3.2.2.1 Consistently and statistically significant declining retention rates for at least two (2) academic years;
 - 3.2.2.2 Consistently and statistically significant declining student success rates for at least two (2) academic years;
 - 3.2.2.3 Low term to term student persistence for at least two (2) academic years;
 - 3.2.2.4 Low rate of student achievement of program goals as defined in program mission and goals statements for at least two (2) academic years;
 - 3.2.2.5 Insufficient frequency of course offerings to provide pathways to student completion of program mission and goals;
 - 3.2.2.6 Unavailability of transfer major program of study;
 - 3.2.2.7 Decline in importance of program in support of other programs of the college/SCE;
 - 3.2.2.8 Undue impact of program on resources of the college/SCE.
 - 3.2.3 The institutions shall establish appropriate definitions and standards for the criteria listed above and may establish other criteria as mutually agreed upon by the College President/Provost and the academic senate from the institution of the program under consideration.

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- 3.2.3.1 At the time of the establishment of additional criteria under this provision, there will also be a determination establishing the tier level of the criteria.

4.0 Process of Special Review

- 4.1 When Special Review is invoked in accord with section 3.1 of this procedure, the college/SCE shall convene a Special Review Committee (SRC) consisting of the following:
- 4.1.1 chief instructional officer or appropriate Dean (SCE), voting;
 - 4.1.2 1 faculty member not from the program area selected by the academic senate from the institution of the program under review, voting;
 - 4.1.3 1 dean/manager not from the program area appointed by the President/Provost, voting.
 - 4.1.4 dean/program manager of the program area undergoing Special Review, non-voting;
 - 4.1.5 department/program coordinator, or designee from the faculty (SCE), of the program undergoing Special Review, non-voting;
 - 4.1.6 institutional research officer, non-voting;
 - 4.1.7 1 faculty member from the curriculum committee from the institution of the program under review appointed by the academic senate, non-voting.
- 4.2 The Special Review Committee shall conduct a comprehensive review of the program that shall include, but not be limited to, the information serving as the basis for invoking Special Review.
- 4.2.1 Subsequent to review of all of the relevant information, the SRC shall present its findings, including recommendations on a timeframe for resolution and a course of action, to the college/SCE planning/governance body as established in accord with section 5.0 of this Procedure.
 - 4.2.2 Continuation: The SRC may recommend that the program should continue. This determination shall be based upon a finding that the program under consideration remains viable and meets critical needs in accord with the District and/or college/SCE mission.
 - 4.2.3 Improvement/Revitalization/Re-Focus: The SRC may recommend improvement, revitalization, or refocusing. Under this recommendation, an improvement/revitalization/refocusing plan shall be included in the recommendation. A program undergoing improvement/revitalization/refocus under this provision shall be reconsidered in accord with a time

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frame recommended by the SRC or as modified through the regular site governance process.

4.2.4 Reduction: The SRC may recommend that the program be reduced in scope in conjunction with a finding that such reduction is appropriate and necessary in consideration of student and institutional needs. Along with a recommendation for reduction, the SRC shall indicate the rationale and shall also include conditions for reconsideration, if appropriate.

4.2.5 Abeyance: The SRC may recommend that the program be held in abeyance. Along with such a recommendation, the SRC shall indicate the rationale and shall also include conditions for reconsideration. Abeyance shall not be invoked for more than 2 academic years without reconsideration by the SRC.

4.2.6 Discontinuance: The SRC may recommend that the program be discontinued.

4.2.6.1 If the SRC recommendation for discontinuance is validated in accord with provisions of this Procedure, a plan for discontinuance shall be developed jointly by the local administration and academic senate to establish appropriate actions and a timeframe conducive to the needs of students currently engaged in the program.

5.0 **Consideration by College/SCE Governance Bodies**: Subsequent to a determination by the SRC, the recommendations shall be considered in accord with college/SCE governance and planning structures as mutually agreed between the appropriate academic senate and the College President/Provost.

5.1 The local process of review shall assure the involvement of the academic senate from the institution of the program under review in a timeframe conducive to faculty consideration of the recommendation.

5.2 After consideration of the determinations and recommendations of the SRC, the appropriate college/SCE governance body of the institution of the program under review shall make a recommendation to the College President/Provost for consideration.

5.3 The College President/Provost shall take action in accord with this Procedure regarding any recommendation related to program status.

5.3.1 If the recommended course of action is Continuance, Improvement/-Revitalization/Refocus, Abeyance, or Reduction, and the College President/Provost concurs, the College President/Provost shall finalize and implement an appropriate plan in accord with the recommendation.

5.3.1.1 If the College President/Provost does not concur, the matter shall be redirected and given additional consideration by the Special Review Committee and by the appropriate site

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governance body taking into account the concerns of the College President/Provost.

5.3.2 If the recommended course of action is Discontinuance and the College President/Provost concurs, a recommendation for discontinuance shall be forwarded to Chancellor's Staff for review and discussion prior to consideration by the Board of Trustees.

5.3.2.1 If the College President/Provost does not concur, the matter shall be redirected and given additional consideration by the Special Review Committee and by the site governance body taking into account the concerns of the College President/Provost.

6.0 **Consideration by the District Curriculum Coordinating Committee:** Cross-curricular issues and program consideration will be considered by the District Curriculum Coordinating Committee prior to consideration by Chancellor's Staff.

7.0 **Consideration by Chancellor's Staff:** Any recommendation by the appropriate College President/Provost for program discontinuance in accord with these Procedures shall be considered as an agenda item at Chancellor's Staff. In addition to the information provided by the college/SCE, Chancellor's Staff shall also consider information relevant to cross-curricular issues and program coordination.

7.1 Subsequent to discussion at Chancellor's Staff, if the Chancellor concurs with the recommendation for discontinuance, the matter shall be considered as an agenda item by the Board of Trustees

7.1.1 If the Chancellor does not concur with the recommendation, the College President/Provost of the appropriate site shall present the Chancellor's written rationale to the appropriate governance body for reconsideration.

8.0 **Consideration by the Board of Trustees:** The Board of Trustees shall consider any recommendation for program discontinuance from the Chancellor at a meeting of the Board in accord with its regular processes and procedures. The Board shall take into account all information generated in accord with these Procedures, and any other information determined to be appropriate by the Board, in their consideration of the recommendation.

8.1 The academic senate at the site of the program under consideration shall have the right to address matters of program discontinuance at meetings where such issues are considered, including those instances where the academic senate disagrees with a recommendation for discontinuance.

8.2 The determination by the Board of Trustees in accord with these procedures shall be final.

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Date of Adoption: February 14, 2012

Date of Last Revision: September 14, 2016 Chancellor's Staff
August 24, 2015 District Consultation Council