

## **Cosumnes River College**

### **PROGRAM DISCONTINUANCE PROCESS**

#### **Purpose:**

This process is to be used where a given program is recognized as having little viability in its current form. The protocol process must be used to determine the advisability of mandating specific substantive changes to, or terminating, a program.

#### **Definitions of Program:**

Definition #1: A group of courses existing under a single TOP code--including "stand alone" courses of a single discipline.

Definition #2: A "program" as described in the college catalog: A group of courses comprising a degree or degrees and/or a certificate or certificates.

#### **Process:**

1. In response to evidence of poor program health or any of the characteristics named below, a faculty member or administrator requests that the Curriculum Committee convene a program discontinuance review.
2. When the Curriculum Committee receives this request, the Curriculum Committee Chair appoints a faculty member as Chair of a Program Discontinuance Review Subcommittee. This chair will schedule a meeting with the program's full-time and adjunct faculty, dean, and any interested chairs of other programs in the same division. The Program Discontinuance Review Subcommittee shall consist of two tenured faculty members (one of whom is the Chair) and one administrator. These members shall not be from the area of the program under review.
  - a. **If there is consensus** at by the Program Discontinuance Review Subcommittee that the program should be discontinued, then the Program Discontinuance Review Subcommittee Chair reports this to the Curriculum Committee.
  - b. **If there is not consensus** that the program should be discontinued as a result of the Program Discontinuance Review, a Program Viability Review Subcommittee is formed to further review the proposal through an examination of the conditions named below and interviews with full-time and adjunct faculty. The Program Viability Review Subcommittee will report their findings to the Curriculum Committee.
3. The Curriculum Committee makes a determination and a recommendation based upon the Program Viability Review Subcommittee report and the program's position as presented to the Curriculum Committee. The Curriculum Committee will make one of the following determinations of status.
  - a. Discontinue the program.
  - b. Continue the program with specific recommendations and timelines to implement those recommendations. A maximum of three years will be allowed to implement the recommendations.
  - c. No Change

The Curriculum Committee will ensure a follow-up on the recommendations based on the established timeline.
4. The Curriculum Committee's recommendation is communicated to the faculty and administration:
  - a. The Curriculum Committee Chair takes the Committee's recommendation to the Academic Senate for final action and recommendation to the College President.
  - b. The Curriculum Committee Executive Secretary takes the recommendation to the appropriate administrative body and the College President for discussion.
5. Any students who are pursuing a degree in the affected program must be given a reasonable opportunity to complete the required course work before a discontinuance is completed. (Accreditation Standard 4.A.3)

6. The Curriculum Committee instructs the program administrator or designated faculty member to follow procedures to remove all affected courses, certificates and degrees from the college curriculum.
7. Full-time faculty who are displaced by program discontinuance will be given the opportunity for a type E sabbatical when appropriate to accommodate retraining.
8. The Board of Trustees receives and acts upon the proposed program discontinuance.

**A Program Viability Review may be requested when one or more of the following conditions exist:**

- Declining market/industry demand
- Advisory committee recommendation
- Lack of availability of resources
- Declining enrollment/productivity trends
- Declining 4-year college/university transfer trends
- Other relevant factors

**A Program Viability Review request may be generated by any of the following:**

- The Department Chair, in consultation with department members, or when there is no department chair, the department spokesperson, or a majority of the department members.
- The program's area dean
- The College Planning Committee
- The Curriculum Committee
- Vice President of Instruction or Student Services, in consultation with the program faculty, the program's area dean, and if appropriate, the Dean of Instruction.
- The program's advisory committee

**The Program Viability Review Subcommittee will be composed of seven to nine members including:**

- Five tenured faculty members who are not directly involved with the program under review appointed by the Academic Senate President. One of these faculty shall chair the Program Viability Review Subcommittee.
- Two administrators from outside of the program's area appointed by the Vice President of Instruction
- Associated Student Government President may choose to appoint one student representative who is not directly involved with the program under review
- Classified Senate President may choose to appoint one classified representative who is not directly involved with the program under review

**A Program Viability Review Subcommittee Subcommittee must analyze all pertinent program attributes including where applicable:**

- Market/industry demand (local, regional, etc)
- Advisory committee recommendation
- Availability of resources
- Enrollment/productivity trends
- 4-year college/university trends
- Relationships to other campus programs
- Recent curriculum redesign/changes
- Trends in course offerings/scheduling
- Trends in diversity of courses
- Most recent program review recommendations
- Contribution to college and community

**Cosumnes River College**  
**PROGRAM DISCONTINUANCE PROCESS**

**REQUEST FOR CONSIDERATION OF PROGRAM DISCONTINUANCE or  
PROGRAM VIABILITY REVIEW**

**To: Curriculum Committee**

1. Initiator of Program Discontinuance/Program Viability Review Request (*please check one box and fill in blank when appropriate*):

<input type="checkbox"/>	Department Chair/Program Faculty: _____
<input type="checkbox"/>	Division Dean: _____
<input type="checkbox"/>	College Planning Committee Chair
<input type="checkbox"/>	Curriculum Committee Chair
<input type="checkbox"/>	Vice President of Instruction
<input type="checkbox"/>	Vice President of Student Services
<input type="checkbox"/>	Program Advisory Committee Chair
<input type="checkbox"/>	Other (identify): _____

2. The Program identified below should be considered as a candidate for review under the College's Program Discontinuance Process. It is requested that a (*please check one box*):

<input type="checkbox"/>	Program Discontinuance Review, or
<input type="checkbox"/>	Program Viability Review:

be initiated for the following program:

based on the criteria identified below (*please check all that apply*):

3. Reason for Request for a Program Viability Review:

<input type="checkbox"/>	Declining Market/Industry Demand
<input type="checkbox"/>	Advisory Committee Recommendation
<input type="checkbox"/>	Lack of Availability/Resources
<input type="checkbox"/>	Declining Enrollment/Productivity Trends
<input type="checkbox"/>	Declining 4-year College/University Transfer Trends
<input type="checkbox"/>	Other Relevant Factors (Please Identify)

4. Additional Information to support the request (*attach additional sheets, if necessary*):

**I. Program Discontinuance Review**

Curriculum Committee:

- (1) Appointment of Program Discontinuance Review Subcommittee:  
Chair (Faculty): \_\_\_\_\_  
Faculty: \_\_\_\_\_  
Administrator: \_\_\_\_\_

Actions of Program Discontinuance Review Subcommittee:

Meeting with program faculty, area dean, other interested parties:

\_\_\_\_\_  
(Date of Meeting)

Recommendation of Program Discontinuance Review Subcommittee (*please check one box*):

- Discontinue Program (Committee Consensus):
- Recommend Program Viability Review (No Committee Consensus):

PPR Subcommittee Chair: \_\_\_\_\_  
(Signature/Date)

(2) Curriculum Committee action in response to Program Discontinuance Review (*please check one box*):

- Discontinue Program
- Initiate Program Viability Review

Curriculum Committee Chair: \_\_\_\_\_  
(Signature/Date)

## II. Program Viability Review:

Curriculum Committee:

- (1) Appointment of Program Viability Review Subcommittee (7-9 members who are not directly involved in the program):

Chair (Faculty): \_\_\_\_\_

Faculty: \_\_\_\_\_

Faculty: \_\_\_\_\_

Faculty: \_\_\_\_\_

Faculty: \_\_\_\_\_

Administrator: \_\_\_\_\_

Administrator: \_\_\_\_\_

Student: \_\_\_\_\_

Classified Staff: \_\_\_\_\_

Actions of Program Viability Review Subcommittee:

Meeting with program faculty, area dean, other interested parties:

\_\_\_\_\_  
(Date of Meeting)

Recommendation of Program Viability Review Subcommittee (*please check one box*):

- Discontinue Program  
 Continue the Program with Specific Recommendations and Timelines as Identified Below  
 Take no Action

Program Viability Subcommittee Chair: \_\_\_\_\_  
(Signature/Date)

- (2) Curriculum Committee action in response to Program Discontinuance Review (*please check one box*):

- Discontinue Program  
 Continue the Program with Specific Recommendations and Timelines as Identified Below  
 Take no Action

Curriculum Committee Chair: \_\_\_\_\_  
(Signature/Date)

Specific Recommendations/Timelines resulting from Program Viability Review (*attach additional sheets, if necessary*):