



Butte-Glenn Community College District

Procedure

AP 4021 – Program Vitality/Program Discontinuance DRAFT: 2.10.10

Reference: Title 5 Section 51022, 55130
Education Code 78106

Program Discontinuance: A Faculty Perspective. ASCCC, adopted spring 1998

A primary mechanism of the program discontinuance process is a “Program Vitality Committee” that will ensure that educational programs remain vital, effective, and student-centered. Program Review, the Educational and Facilities Master Plans, Unit Planning, the District Strategic Plan, enrollment trend analysis, SURE Reports, labor market information, and student success and learning outcomes data are of particular relevance to the Program Vitality review process.

Program Vitality Committee

Butte College shall establish a Program Vitality Committee that will ensure that its educational and student services programs remain vital, effective, and student-centered. The committee is composed of the following members:

- Chief Instructional Officer (CIO)
- Chief Student Services Officer (CSSO)
- Curriculum Committee Chair
- Vice President of the Academic Senate
- 2 Educational Administrators (at least one with responsibility for a CT & E program)
- 2 Faculty (chosen collaboratively by the Senate and CIO to ensure balanced representation from General Education and Career and Technical Education)
- 1 Student

A primary function of the Program Vitality Committee is to review new Program Review reports each semester. The committee will make an independent assessment of program vitality based on issues identified in the Program Review and the commendations and recommendations of the Validation Team Report..

A program may be brought to the Program Vitality Committee at any time. It may be brought to the committee by a faculty member, chair, advisory committee, student, Dean, CIO, or other concerned individuals. If a program has concerns regarding its present and future vitality, it may request the committee’s assistance for a deeper review. The committee will make recommendations to the President on courses of action outlined in the review.

Outcomes of a Program Vitality Discussion

The Program Vitality Process has three potential outcomes. A program may be recommended to continue, to continue with qualification, or to be discontinued.

A. Recommendation to Continue

A program recommended to continue will do so when, after full and open consideration, it is decided that it is in the best interest of the college, its students, and the larger community to do so. The recommendation to continue the program must take into account the appropriate advisory committee and community input. The recommendation will be reviewed by the President's Leadership Team and taken under consideration by the President for a final decision.

B. Recommendation to Continue with an Improvement Plan

The Program Vitality Committee may recommend continuing a program with qualifications. These may include specific interventions designed to improve the efficiency and effectiveness of the program. The committee will recommend a timeline for the interventions and will collaborate with the program and affected department to develop a list of expected outcomes. Interventions, timelines and program outcomes will be communicated in writing for review by the Academic Senate and Curriculum committee, and transmitted to the President by the CIO or CSSO. After the specified qualification period is completed, the Program Vitality Committee will review the program outcomes and make additional recommendations to the President.

C. Recommendation to Discontinue

Program discontinuance/reduction will occur generally only after serious deliberation and after recommended intervention strategies have been implemented and evaluated. A primary purpose of the program discontinuance/reduction process is to assure that there are clear, objective, and evidence-based criteria for discussion and decision-making regarding program efficacy.

Steps in the Process

1. Discussion of program discontinuance/reduction should include all parties potentially affected by the decision. These may include faculty, staff, administrators, students, employers, advisory committees, and affected community groups. Regarding career and technical programs, consultation with the Private Industry Council as per Education Code Section 78016 shall take place during this process.
2. Discussion of program discontinuance/reduction will be conducted in publicized open meetings. .
3. Final deliberations and conclusions of the President and Board of Trustees shall rely primarily upon the advice of the Academic Senate on curricular matters as per District policy and a thorough review of program data, labor market data, and other relevant information regarding impact on students, community, and the local economy.

Criteria to be Utilized in Discussion

The criteria will include qualitative and quantitative components. Program Discontinuance/Reduction should not be based upon budgetary criteria alone except for the rare event in which the Board declares financial exigency because state, federal, agency, or private funding for the program has been severely reduced or eliminated.

Program vitality indicators are relevant to the mission, values, and goals of the institution and the principles of access, equity, and quality outcomes for students. These indicators include, but are not limited to:

- balance of college curriculum;
- documented community and business need;
- program distinctiveness;
- effect on students of discontinuing the program including degrees and certificate completion or ability to transfer;

- implication for college diversity.
- impacts of the program on articulating universities and local labor markets;
- replication of programs in the region;
- persistence of students in the program.
- longitudinal enrollment trends;
- frequency of course section offerings;
- success and completion rates of students.
- productivity and efficiency in terms of cost per student and FTE/FTEF;
- influence on related programs and services
- student achievement rates in terms of graduation, transfer, or job placement;
- ARCC data outcomes;
- goals and data from unit plans;
- SURE report data for return on investment;
- program review commendations and recommendations;
- CTE program specific data that is required for Title 5 curricular review and Perkins IV reporting data;
- alignment with the Educational Master Plan and core mission;
- significant reduction or elimination of program income.

Program Vitality Committee Final Recommendation

If the Program Vitality Committee makes a recommendation to discontinue a program, it will occur after complete and open discussion leading to the conclusion that the program falls outside the college's values and mission and/or the department's goals and objectives. Such a conclusion may also be contingent on a major decline in program income, student interest, or academic or technological obsolescence. Any recommendation for program discontinuance will include the following:

- criteria used to arrive at the recommendation.
- detailed plan and timeline for phasing out the program while minimizing the impact to students, faculty, staff, and the community.
- collective bargaining commitments to faculty and staff, including application of policies for reduction in force and opportunities to retrain when possible.

A proposed program discontinuance or retrenchment plan will be developed by the committee and reviewed in open meeting by the CIO or CSO, the affected department chair, the ASB President, and the Academic Senate President. Following the review and modifications, this plan will be forwarded by CIO or CSSO to the President for review and recommendations to the Board, if necessary.

See Board Policy 4021

New Policy and Procedure