In rare cases in which program enrollment is severely decreased, and/or labor market demand is diminished, or when confronted with reductions in state community college funding, and all other options have been exhausted, the college may embark upon a process to delete or discontinue the program from the curriculum.

If reductions in state funding are the primary reason program discontinuance is considered, the College President and the College Planning Council shall issue a directive that will initiate the following process.

I.  Information Gathering

A.  Using the Board approved “commitments and criteria” the Program Reduction and Elimination Task Force shall convene in order to generate and review the data required in the Program Reduction and Discontinuance Criteria and Metrics adopted by the Faculty Senate on October 10, 2011 and amended April 17, 2012. The Task Force shall be composed of:
   a. Vice President Instruction
   b. Two additional administrators appointed by the VPI
   c. Faculty Senate President
   d. Two Faculty Senate reps
   e. PRO Researcher (non-voting)

B.  When decreased program viability or demand is the primary reason to consider discontinuance, the following documents, specific to the program in question and prepared by the Planning and Research Office, or other offices as directed by the appropriate Vice President, will be reviewed by the Council for Instructional Planning (CIP). For CIP purpose see AR 3120. This information may also be requested when budget reduction is the primary consideration.

   Enrollment data and history
   a. Labor market projections
   b. CTE Outcomes Study
   c. Input from CTE Advisory Committee
   d. Matriculation with college and university transfer programs
   e. Similar programs in the region
   f. Size, cost, and budget data of the program
   g. Impact of a program’s elimination on other programs and transfer universities
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C. The results of the rankings in part A. as well as any applicable information from part B. will be reviewed by the Faculty Senate in a joint meeting with the Instructional Administrators Council, the CIP, and CPC. Additional qualitative information or quantitative data as might appropriately inform decisions shall be brought forward and discussed.

II. Process of Discontinuance

If after deliberation, CIP recommends proceeding with program deletion, an additional meeting of CIP will be held with the presidents or designees of CCFT and CCEU (if classified staff are involved), and the Faculty Senate President. The affected faculty and staff will be invited to attend.

A. The Vice President, Instruction will initiate discussion with program faculty and staff to present rationale for actions under consideration. The Faculty Senate President will be present.

B. The Vice President, Instruction will meet with the Faculty Senate to discuss the rationale and plan, including a plan for current students to complete the program.

C. The Faculty Senate will invite the department to provide its perspective on the proposal.

D. The Faculty Senate will provide an advisory recommendation to the Vice President, Instruction either endorsing or not endorsing the program elimination.

E. In instances where the recommendation is to eliminate a program and will result in faculty reassignment(s), retraining(s), or layoff(s), the Vice President, Instruction, the District contract administrator, and a representative from Human Resources will meet with the CCFT President (and if classified staff are involved, the CCEU President), to discuss the rationale and implications of the proposed plan and will negotiate the impacts according to the collective bargaining agreements.

F. After completing the consultation process, the Vice President, Instruction will forward to the College President, a recommendation regarding the program.

G. The College President will submit his/her recommendation to the Governing Board.

Refer to BP 4020, Program, Curriculum, and Course Development

Legal References:
Education Code Section 78016;
Title 5 Sections 51022 and 55130

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