

DE ANZA COLLEGE INSTRUCTIONAL PROGRAMS VIABILITY AND DISCONTINUANCE PROCEDURE

BACKGROUND AND UNDERLYING CONCEPTS

This procedure is based on the guiding principles that:

- Program discontinuance is both academic and professional for local academic senates, and therefore requires faculty participation in all circumstances, including times of “extreme financial hardship” for the district;
- Criteria used to assess program viability and all procedures involving such assessment are to be clearly articulated and transparent;
- Insofar as program discontinuance impacts employment, it is a matter of collective bargaining, and as such the Faculty Association will be given the necessary time to resolve collective bargaining issues in accordance with-the FA Agreement;
- Discontinuance of any program must be considered in the context of impact for both colleges in the district;
- Program Review and Program Discontinuance are distinct processes;
- Program faculty should be given every reasonable opportunity to correct problems well in advance of the determination that a program must be discontinued or suspended.

Vital academic considerations include the following:

- Effects on students;
- Education and budget planning;
- Issues of regional coordination for occupational programs;
- Community workforce and economic development needs.

Due to these considerations, qualitative as well as quantitative data must be used in discussions of program discontinuance. As stated above, program review and program discontinuance are distinct processes. However, when done rigorously and with the full engagement of program faculty, **any and all potential problems that might ultimately lead to the need for program discontinuance should come to light during program review.** Accordingly, there are multiple opportunities built into the program review process for faculty, administrators and classified staff to communicate clearly and explicitly about the vitality of the program. Though not required, part-time faculty within a program are invited and encouraged to participate in both the Program Review and the Program Discontinuance processes.

Quantitative data may include the following:

- Retention, persistence, and completion rates;
- Enrollment trends;
- Frequency of course offerings;
- Workplace demand for programs primarily intended to support the college's career/workforce mission;
- Other quantitative data detected and explicitly identified as potentially problematic during the program review process;
- Equity gap data;
- Program-Level Student Learning Outcome assessment data.

Qualitative data may include the following:

- Existence of a transfer major for programs primarily intended to support the college's transfer mission;
- Program articulation with transfer institutions;
- Alignment with or duplication within overall college curriculum;
- Alignment with the college mission and/or strategic initiatives;
- Outcomes assessment subjective results and reflections;
- Student, faculty, staff expertise and input;
- Other qualitative data detected and explicitly identified as potentially problematic during the program review process.

Instructional Planning and Budget Team (IPBT) PROCESS OVERVIEW (see flow chart also)

1. Teams of IPBT members on an annual basis shall assess sets of annual/comprehensive program review documents.
2. "Viable" programs--it is expected that the majority of the program reviews would be viable-- will be posted on the IPBT website and IPBT Co-Chairs will make a general announcement to College Council that the program review evaluations are complete.
3. In the event that the IPBT Team identifies a significant number of "triggers" that indicate a program needs further consideration during the Annual Program Review, or during a Comprehensive Program Review, a "Viability Advisory Team" (a subgroup of the IPBT) will convene.
 - The "Viability Advisory Team" will be co-chaired by the IPBT co-chairs and the membership will consist of (at a minimum): Division Dean, 2 Discipline Faculty OR 1 Discipline and 1 Division Faculty member, Academic Senate Officer, Classified Senate Officer, Union Representative(s), and Others as appropriate: students, articulation officer, Division Dean of sister college, curriculum co-chair . . .
 - The charge of the Viability Advisory Team is to make a recommendation to IPBT regarding the viability of the program. Options would include continuation, suspension (curriculum inactive status), discontinuance (curriculum eliminated), or combining the program with the sister college's program.
4. The IPBT will consider the recommendation of the Viability Advisory Team and then forward its recommendation to College Council. The College Council will make a recommendation to the College President. And if the final recommendation is to discontinue the program, a recommendation will be sent to the District Board of Trustees for approval.

5. Program Viability Advisory Team Assessment process:
 - a. The Viability Advisory Team will discuss the nature of the quantitative and qualitative data that triggered the viability process. The team will review the program structure and goals, and identify measures that could be taken to make the program viable. The IPBT co-chairs will introduce an informal discussion in the Academic and Professional Matters meeting. A discussion about the possible impact upon the sister college and the district will occur at this time. These measures may include the possibility of transferring the program or combining the program with the sister college. The final recommendation of the Viability Advisory Team will be discussed in an IPBT meeting and then forwarded to College Council. College President will bring the item forward to the next APM committee meeting as a discussion item. Upon approval, written formal normal notice will be sent to program faculty by the President's office.
 - b. Program Discontinuance process. If it is determined by the Viability Advisory Team that the program should be discontinued a recommendation will be generated by the Viability Advisory team that includes:
 - A summary of the discussion involving all the critical aspects surrounding the viability of the program and the interventions that had been made prior to this meeting;
 - A report that indicates that program faculty will be actively involved in creating a timeline for a phasing-out period to ensure that all students in the program have the opportunity to complete the program;
 - A report that indicates that the curriculum impact across the campus was discussed and will be addressed;
 - A report that indicates that the possible impact on our sister college and its programs were considered;
 - A report that indicates that impacts on the college community and external community were considered;
 - A report that indicates that all possible interventions to resolve major issues were discussed.
 - c. Program Suspension process. If it is determined by the Viability Advisory Team that the program curriculum should be suspended/placed on inactive status, a recommendation will be generated by the Viability Advisory Team that includes: all of the bulleted points above as well as a timeline that specifies when program faculty and administrators will reevaluate the suspension status and specific timelines for curricular review. This plan will also include criteria and recommendations for improving program viability.
6. In the event that the district administration declares a time of "extreme financial hardship," and time doesn't reasonably allow for all of the above to occur, all parties will make reasonable effort to ensure a transparent and participatory process takes place.