

AP 4021 Program Discontinuance

Reference: ***Education Code 78016;
Title 5, 51022, 55130;
ACCJC Accreditation Standard 2***

Date Issued: June 10, 2009

Reviewed: **July 20, 2021**

NOTE: A procedure for the discontinuance of career and technical programs is legally required.

Procedures for discontinuance of other programs are suggested as good practice. Insert local practice below.

The procedure for discontinuance of career and technical programs should include a process for:

- Reviewing such programs every two years to ensure they meet legal standards.**
- Terminating programs by the governing board if legal and other District standards are not met.**

In accordance with the policy of the Governing Board and through mutual agreement with the Academic Senates, these procedures outline the process for program discontinuance. Program discontinuance may originate in a variety of different ways:

Recommendation through the curriculum process:

- Academic departments may propose discontinuance of a program directly to the respective college Curriculum Committee based on indicators such as a significant reduction in labor market demand, low enrollment, a significant downward trend in enrollment, and lack of currency and/or relevance.

Recommendation through the program review process:

- When reviewing programs/disciplines in the usual program review cycle, the respective college Program Review Committee shall assess indicators such as low enrollment, a significant downward trend in enrollment, and lack of currency and/or relevance. Based on these findings, the Program Review Committee may propose discontinuance of a program as follows:
 - ♦ The Program Review Committee shall, in collaboration with the departments and deans, develop a plan with clear recommendations that include specific goals and a follow-up timeline. The recommendations shall be forwarded to the Curriculum Committee and other appropriate college committees.
 - ♦ At the conclusion of the time period stated in the recommendations, the Program Review Committee, along with the department chair/coordinator and dean, assess whether the recommended goals were met. If all agree that insufficient progress was made and the program should be discontinued, the

department completes the appropriate curriculum forms for deletion of the program.

Recommendation through Career and Technical Education program review process:

- For career and technical education programs/disciplines in a two-year program review cycle, the respective college review process will look for indicators such as significant reduction in labor market demand, low enrollment, a significant downward trend in enrollment, and lack of currency and/or relevance. Based on these findings, the appropriate college committee may propose discontinuance of a program as follows:
 - ♦ The Program Review Committee shall, in collaboration with the departments and deans, develop a plan with clear recommendations that include specific goals and a follow-up timeline. The recommendations shall also be forwarded to the Curriculum Committee and other appropriate college committees.
 - ♦ If there has been no significant improvement after the time period stated in the recommendations, a mid-cycle program review may be recommended.
 - ♦ If there has been no significant improvement shown after the mid-cycle program review, the Program Review Committee may recommend program discontinuance. The department then completes the appropriate curriculum forms for deletion of the program.

Recommendation by Governing Board based on legal standards:

- A program may be discontinued by the Governing Board based upon evidence that the criteria for program approval is no longer met, as set forth in Title 5, section 55130.

In all cases of program discontinuance, care must be taken to monitor the impact on other areas including articulation, transfer agreements, as well as student notification, transition and assistance in program completion. Opportunities for retraining and reassignment of persons affected by program discontinuance will be provided as per Governing Board/United Faculty agreement.

Colleges shall forward recommendations for program discontinuance in the Governing Board Packet as part of the annual curriculum cycle.