

Typo on page 1:

Program discontinuance is the termination of an existing AA, AA-T, AS, AS-T or Certificate of Achievement when doing so will leave no degree or certificate offered in that discipline. Curriculum Committee review processes are sufficient for initiation or discontinuance **in these instances**. For example, the deletion of an AS degree in Chemistry after the addition of an AS-T degree would be proposed by the department and reviewed by the Curriculum Committee without invoking the program discontinuance process. Likewise, the deletion of an outdated Certificate of Achievement in Computer Science when an Associate Degree and/or other Certificates of Achievement will remain in existence would be proposed by the department and subject to Curriculum Committee review without invoking the program discontinuance process.

Highlighted text should be corrected to say:

“in the instance when deleting a degree or certificate will not result in the discipline having no degree or certificate offered in that discipline. These procedures are not intended to include the replacement of an existing degree with an approved (C-ID/Transfer Model Curriculum) degree for transfer (AA-T or AS-T). In these instances Curriculum Committee review processes are sufficient for initiation and/or discontinuance.”

Clarifying the Role of the PEC:

Note: The original language of AP4021 included the possibility that the Program Evaluation Committee could recommend that no intervention is necessary and allow a program to continue unmolested. However, the wording often implied that moving forward with Program Review meant that the program was headed for revitalization or discontinuance. Much of the language change in the first paragraph is simply to lay the groundwork of outcomes.

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Section Entitled **The Evaluation Process for Existing Associate Degree or Certificate Programs** Paragraph 1:

Recent version:

The purpose of the program evaluation process is to critically review a program and to either recommend possible strategies that will result in a viable program, recommend suspension of the program, or to recommend the discontinuance of the program. The program evaluation process provides a summative evaluation of the program's viability, possible steps that may be considered to revitalize the program and recommendations that may lead to the termination or continuation of the program. The procedures for modifying or discontinuing existing programs are separate from but reliant upon the annual and comprehensive program review process and college strategic planning.

Proposed update:

The purpose of the program evaluation process is to perform a critical review of a program, considering all relevant data and research, and provide a summative evaluation of the program's viability. Based upon this comprehensive review, the program evaluation process will generate a recommendation for a further course of action: (1) Program continuance, with no significant recommendation for change, (2) steps that may be considered to revitalize the program, (3) suspension of the program or (4) discontinuation of the program. The procedures for modifying or discontinuing existing programs are separate from but reliant upon the annual and comprehensive program review process and college strategic planning.

Note: The Program Evaluation Committee consists of the following and other non-voting voices who can provide important insights. Faculty is the largest voting contingent.

Member:	Voting	Non-voting
The Vice-President of Academic Affairs as co-chair	X	
Academic Senate President or designee as co-chair	X	
1 Dean from the program discipline area		X
1 Dean from another discipline area	X	
1 faculty member who teaches in the program (or academic Director)		X
Curriculum Chair or designee	X	
1 faculty member who teaches in a related discipline area*	X	
1 faculty member who teaches in a non-related discipline area*	X	
1 student selected by the Student Senate	X	
*appointed by Academic Senate		

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Background:

1) Identification: An at-risk program may be identified by a member of the discipline, the program's academic Dean, the Vice President of Academic Affairs, or the Academic Senate through the annual and comprehensive program review process. An at-risk program may also be identified when co-chairs of the College Planning Council become aware of long-term planning that may severely impact a program. On the basis of the criteria listed below, a Request to Initiate Program Revitalization, Suspension, or Discontinuance will be presented to the Academic Affairs Council and the Academic Senate.

Technical details follow here.

2) Review of Request to Initiate Program Revitalization, Suspension or Discontinuance:

Latest version:

The request form will be presented as an agenda item to the Academic Affairs Council for consideration. If the request is supported by the Academic Affairs Council, a program evaluation committee will be convened to further evaluate the program and make recommendations for the continuation, revitalization, or discontinuance of the program.

Proposed update:

The request form will be presented as an agenda item to the Academic Affairs Council and Academic Senate for consideration. If the Request to Initiate Program Revitalization, Suspension, or Discontinuance is supported by either body, a Program Evaluation Committee will be convened to further evaluate the program, review the analysis and data presented at the Initiation of the Request and make recommendations for the continuation, revitalization, or discontinuance of the program.

In the event that either Academic Affairs Council or Academic Senate fails to support the request, that body should present its decision, along with supporting evidence, to the Program Evaluation Committee, for consideration. The initial review by the Program Evaluation Committee will determine whether to move forward with the process or, if it is determined that there is no cause for further action, to stop the process and allow the program to continue, without intervention.

***** New since 2/11: Any program that is already under review and/or going through the revitalization process, should not be subject to additional review, thus, we propose updating the wording and clarifying that PEC recommend a timeline for the revitalization process and for subsequent review requests to be entertained.

To be added under #6b, on page 9.

In order to ensure the greatest chance of success, the revitalization process will be allowed to run its full course, per the timeline developed by the PEC and program faculty: No new Request to Initiate Program Revitalization, Suspension, or Discontinuance will be entertained, while a program is currently undergoing revitalization.