



Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs
Title	Program Revitalization, Suspension, or Discontinuation
Code	AP 4021
Status	Active
Adopted	July 12, 2011
Last Revised	January 8, 2019
Last Reviewed	March 5, 2019

Philosophy and Purpose

The College of the Redwoods District is committed to upholding the vitality and integrity of its educational programs through processes of regular and ongoing evaluation. There may be instances where there are concerns about program viability, which may cause a program to be recommended to the President/Superintendent for analysis. This procedure delineates a transparent and data-driven process to consider the relevant issues and to bring an appropriate and timely resolution regarding program revitalization, suspension, or discontinuation.

Definitions

An instructional program is defined as a discipline and/or as an organized sequence or grouping of credit or non-credit courses leading to a defined objective such as a major (area of emphasis), degree, or certificate of achievement.

Program Viability Committee (PVC) is a standing College committee tasked with reviewing data and making recommendations relevant to the revitalization, suspension, or discontinuance of an instructional program.

Program revitalization is an alteration to an existing program that includes a written plan documenting intervention and a timetable for reassessment of program vitality.

Program suspension is the cessation of courses and services related to the program for a period of up to two years.

Program discontinuance is the termination of an existing instructional program.

Consideration of Collective Bargaining Rights

Nothing contained in this Administrative Procedure is intended to infringe upon, diminish, or supersede any collective bargaining rights established for employees of the

District. Consideration of issues that fall under the scope of bargaining will be addressed through the regular processes established for such consideration by the District and its collective bargaining units.

Program Viability Committee Membership

The membership of the Program Viability Committee (PVC) is designed to promote broad representation of disciplines and programs while minimizing potential conflicts of interest when programs are being evaluated. The PVC shall be composed of the following:

- One Academic Senate Co-President or their designee (co-chair).
- Vice President of Instruction/Chief Instructional Officer (co-chair).
- One faculty member from each division, as appointed by the Senate Co- Presidents for a two-year term.
- One member of the Multicultural and Diversity Committee (MDC), if no other PVC faculty member represents the MDC.

- Two Deans or Directors appointed by the Chief Instructional Officer (CIO) for a two-year term.

The committee co-chairs will require any committee member whose discipline is being evaluated to remove themselves from the relevant discussions and decisions. If this committee member is a co-chair, the remaining co-chair will appoint a new temporary co-chair from the existing PVC.

Program Revitalization, Suspension, or Discontinuation Analysis Process

Step One: Program Analysis Request

Analysis of a program for possible revitalization, suspension, or discontinuance can be initiated by the administration, faculty, the Program Review Committee, or the Academic Senate. The Program Analysis Request (Appendix A) is submitted to the appropriate Dean/Director and shall be forwarded to the CIO. The decision to move the request forward to the President/Superintendent is made jointly by the CIO and the Academic Senate Co-Presidents.

Step Two: Program Viability Committee (PVC) Responsibilities

If a Program Analysis Request is approved by the President/Superintendent, the request will be forwarded to the PVC. The work of the PVC is strictly confidential. Information relating to the process may only be discussed with other PVC members.

The PVC's responsibilities include, but are not limited to, the following:

- Gathering information and resources relevant to the program evaluation from:
- The Office of Institutional Research.
- A spokesperson chosen by members of the program under evaluation.
- Relevant discipline experts from the local and professional community.
- Providing a venue for the college community to give input regarding the program under review
- Preparing a written summary of each meeting.
- Producing a PVC Recommendation.

The co-chairs are responsible for coordinating and delegating the above tasks among committee members.

Step Three: Program Analysis

Program Analysis involves completion of Appendices B and C. The Office of Institutional Research is responsible for completing the quantitative data within Appendix B. The PVC is responsible for researching and gathering the qualitative data within Appendix C. When data collection is complete, the Dean/Director and faculty from the program shall be given two weeks to review and/or supplement the data from Appendices B and C. The PVC will then commence analysis of all data.

Step Four: Program Viability Committee Recommendation

The PVC shall prepare a report that consists of a summary followed by data analysis and a final recommendation within two weeks of receiving the program's response to Appendices B and C. The report will include a tally of the final vote and reasons for any disagreement among PVC members.

The Dean/Director responsible for and faculty who teach in the program under review will have two weeks to review the PVC's initial recommendation and craft a formal response that shall become part of the final recommendation. The final report shall normally be submitted to the CIO and the President/Superintendent within sixty (60) days of the PVC receiving the recommendation for Program Analysis unless otherwise agreed to between the CIO and the PVC co-chairs.

The PVC shall generate one of three possible recommendations, Program Revitalization, Program Suspension, or Program Discontinuance.

Program Revitalization -- The PVC Recommendation for Program Revitalization shall include:

- Detailed description of proposed interventions. Such strategies may include but are not limited to the following:
 - activities designed to recruit new students
 - new articulation agreements with transfer institutions
 - alterations in the scheduling of program courses
 - curriculum revisions and/or development
 - faculty retraining
 - investment in updated equipment
 - other changes supported by annual or comprehensive program review
- Timeline indicating when these interventions will occur
- Expected outcomes following program revitalization

Program Suspension -- The PVC Recommendation for Program Suspension shall include:

- Recommended timeline for the suspension of the program, not to exceed two years, and not renewable
- Cost savings incurred by program suspension
- All significant factors revealed by analysis of data in Appendix B and C
- Specific consideration of how program suspension will impact the Student Equity Plan
- Specific consideration of grant requirements
- Recommendation for how currently enrolled students will meet their educational objectives through alternative means while the program is under suspension
- Consequences of program suspension for contractual rights of staff and faculty under collective bargaining agreements
- Conditions necessary for program reinstatement

Program Discontinuance -- A recommendation to discontinue a program will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the College, its students, and the larger community for the program to continue.

The PVC Recommendation for Program Discontinuance shall include the following:

- Recommended timeline for the discontinuance of the program
- Cost savings incurred by program discontinuance
- All significant factors revealed by analysis of data in Appendix B and
- Specific consideration of how program discontinuance will impact the Student Equity Plan
- Specific consideration of grant requirements
- Recommendation for how currently enrolled students will meet their educational objectives through alternative means when the program is discontinued
- Consequences of program discontinuance for contractual rights of staff and faculty under collective bargaining agreements

Step Five: Decision & Implementation of Program Viability Recommendation

If the President/Superintendent concurs with the PVC recommendation, the President/Superintendent will direct the appropriate administrators to work with faculty and staff to create a detailed implementation plan incorporating mutually agreed upon strategies.

If the President/Superintendent decides not to implement the recommendation for revitalization, suspension, or discontinuance, then he or she shall communicate the reasons in writing to the College community.

Step Six: Follow-Up of Program Viability Recommendation

A program receiving a revitalization or suspension recommendation will be monitored by the PVC through an annual review process for the duration of the program's existence, as stipulated by the timeline in the original PVC recommendation. This review will coincide with the annual Program Review process.

Program Revitalization – A revitalization recommendation requires that the PVC review the following documents annually:

- An updated Appendix B prepared by Institutional Research when prompted by the PVC
- Appendix D prepared by faculty and/or the Dean/Director of the program

The PVC will evaluate Appendix B and Appendix D to determine whether the program has made observable progress towards achieving the outcomes of the Program Revitalization plan. The PVC will denote their assessment and any further recommendations on Appendix D, return Appendix D to the Dean/Director of the program, and forward it to the CIO. The PVC may recommend program suspension or discontinuance if they decide sufficient progress has not been made.

Program Suspension – A suspension recommendation requires that the PVC reviews annually the following documents:

- An updated Appendix C prepared by faculty and/or the Dean/Director of the program
- A report prepared by faculty and/or the Dean/Director of the program addressing how the program has met conditions for reinstatement detailed in the PVC recommendation

The PVC will evaluate Appendix C as well as the program's report to determine whether the program has met the conditions necessary for program reinstatement. The PVC will denote their assessment and any recommendations to the Dean/Director of the program and forward it to the CEO. The PVC may recommend program reinstatement, revitalization, or discontinuance depending on the progress that has been made.

Program Discontinuance – After a discontinuance recommendation is affirmed by the CEO, the program enters the phase-out process during which there is no further review by the PVC. A discontinued program cannot be reinstated except

through the Program Initiation process (see AP 4020).

Approved: by Academic Senate 1-19-2018

Revised: ASPC 3-9-2018

Approved: by Academic Senate 4-6-2018

[AP 4021 Appendix A-2.pdf \(675 KB\)](#)

[AP 4021 Appendix B.pdf \(111 KB\)](#)

[AP 4021 Appendix C.pdf \(678 KB\)](#)

[AP 4021 Appendix D.pdf \(657 KB\)](#)