

Program Discontinuance by Discipline Request

I. Introduction

An educational program (degree or certificate) represents a structured array of courses designed to prepare students to attain a body of knowledge that leads to job attainment, career advancement, or transfer to a four-year institution.

Since the program's existence is of primary importance to the students who are seeking to complete the course of study, careful consideration needs to be given to the impact program discontinuance on the affected students.

A program discontinuance may impact faculty, staff, facilities, equipment, the college's ability to meet local job market demand, and the community at large. The decision to discontinue a program should take into consideration all areas impacted so that the College understands the significance and ramifications of such a decision.

This Program Discontinuance Process aligns with Title 5, CCR, 51022(a) and LACCD Board Rules Chapter 6, Article VIII, section 6803 Viability Review, which states: *"...each college shall, in consultation with the Academic Senate, develop procedures for initiating and conducting a viability review of educational programs..."*

The process for Program Discontinuance by Discipline Request should be used only for requests originating from the discipline where the program in question resides. All other requests for program discontinuance shall follow the College's Program Viability process.

Before a request to discontinue a program can be considered, a response to each of the questions in Section III of this document must be forwarded to the Educational Planning Committee.

II. PROCESS TO CONSIDER PROGRAM DISCONTINUANCE REQUESTS ORIGINATING FROM THE DISCIPLINE WHERE THE PROGRAM RESIDES

1. The full-time discipline faculty shall complete part III of the Program Discontinuance by Discipline Request (PDDR), attach their signatures and vote, and submit the proposal to the department chair where the discipline resides. If there is no full-time faculty in the discipline, the chair may initiate the request.
2. The department chair shall forward the completed PDDR to the EPC co-chairs of the Educational Planning Committee (EPC).
3. The EPC shall place this request on its agenda for the next available meeting and shall notify the Curriculum Committee (CC) chair.
4. The Curriculum Committee Chair shall notify the CC of the request for discontinuance.
5. The EPC shall invite direct input from the discipline faculty regarding the request to discontinue the program at the meeting where the item is placed on the agenda.
6. The EPC shall forward all documentation to the Academic Senate along with a formal recommendation on the discontinuance.
7. The Academic Senate shall review the recommendation of EPC and make a recommendation to the College President regarding the department's request to discontinue a program. All documentation shall be provided to the president along with the recommendation.
8. The College President shall communicate her/his decision in writing to the Academic Senate President and the Vice President of Academic Affairs. Should the President's decision depart from the recommendation of the Academic Senate, a written response for the basis of the decision will also be provided.

III. JUSTIFICATION FOR PROGRAM DISCONTINUANCE

Program recommended for discontinuance:

Department:

Chair:

Date of Submission to EPC:

1. When was the program created (if known) and what was its main goal?

2. Why are you recommending that the program be considered for discontinuance? Cite specific reasons, such as changes in the labor market, in subject matter relevance, in transfer requirements, lack of student demand, etc.

3. How does the discontinuance of this program relate to the department's overall plans as discussed in the last comprehensive program review and previous annual plans? How does it relate to overall College planning (e.g., the Educational Master Plan)?

4. What is the impact on the College's curricular offerings if this program is discontinued?
 - a. List all courses connected to the program.

 - b. Which of the courses listed in 4.a. above, if any, will be archived as a result of program discontinuance?

Provide an explanation of the status of the courses listed in 4.a. after program discontinuance.

- c. Will there be an impact to any other programs at the College? If so, please describe.

List each course impacted by this program discontinuance.

5. How many degrees or certificates have been awarded over the last five years? [Request data to the Office of Institutional Effectiveness.]
6. How many active students who have declared this program as a program of study in the SIS are actively seeking completion of the program or major?

Provide a list of these students.

7. How will each of the students be accommodated to ensure completion of this program?
8. Provide a timetable for phasing out the courses that are unique to the program. List each course and semester and indicate final offering date.
9. Describe the impact of phasing out the program in each of the following:

- a. Faculty: changes in assignment, reassigned or transferred
 - b. Staff: changes in assignment, reassigned or transferred
 - c. Facilities: changes in room utilization
 - d. Equipment: no longer needed, transferred to other department, used for other purpose
10. Is there any other known impact that may occur should this program be discontinued? Please address below.
- a. Impact on the College's mission and goals.
 - b. Impact in the local community and industry.
 - c. Other colleges that offer the same program in the region.
 - d. Other issues unique to this request.

V. College Approvals for Program Discontinuance

Name of Program:

	Signature	Date
Curriculum Committee Chair		
Educational Planning Committee Co-Chairs		
Academic Senate President		
Vice President of Academic Affairs		
College President		