

AP 4021 Program Viability- Initiation, Modification and Discontinuance

*Please see the policy for full language and details

**CIO, Dean,
Dept. Chair,
or Academic
Program
Director**

- Any of the parties at the left can submit a proposal asking to initiate, substantially modify, or discontinue a program.
- The proposal is due to the Senate no later than the 8th week of fall semester and should include both quantitative and qualitative evidence (please see policy for exact requirements).

**Academic
Senate
Program
Viability
Committee**

- The Committee will use the evidence contained within the initial proposal as a foundation to determine the merit of initiation, modification, or discontinuance.
- If a proposal is determined complete, the Program Viability Committee shall submit its written report to the full Academic Senate no later than the 5th week of the Spring semester. Programs can be recommended to be:
 - Initiated
 - Not initiated
 - Modified
 - Continued
 - Continued with qualifications
 - Discontinued

**Academic
Senate**

- The Academic Senate will hold a vote to determine which of the six actions it will formally adopt. If accepted, the Academic Senate will send forward a scheduled implementation timeline.
- The Academic Senate's recommendation will then be forwarded to the CEO to be submitted to the Board of Trustees for approval. If the recommendation is not accepted, the Board of Trustees shall promptly communicate its reasons in writing to the Academic Senate.
- All newly initiated programs shall be deemed pilot programs for a period of three years. An annual status report must be provided to the Academic Senate at the conclusion of the first, second and third year of the program's existence. Upon receipt of the Year Three Report, the Academic Senate will make a determination as to whether the pilot program shall be approved as permanent.
- If a program is recommended or mandated for discontinuance, or to continue with qualifications, and is approved by the Board of Trustees, the original Program Viability Committee will reconvene to propose an implementation plan for the finalized determination.